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Business Communication Essentials: Fundamental Skills for the Mobile-Digital-Social Workplace , Global Edition Courtland L. Bovee,John V. Thill,2015-06-01 For courses in Business Communication Building Modern Communication Skills to Launch Your Career Business Communication Essentials equips students with fundamental skills for a career in the modern mobile workplace With comprehensive coverage of writing listening and presentation strategies in a contemporary context this text balances basic business English communication approaches and the latest technology in one accessible volume Over the last two decades business communication has been in constant flux with email web content social media and now mobile changing the rules of the game In the Seventh Edition Bovee and Thill provide abundant exercises tools and online resources to prepare students for the new reality of mobile communications and other emerging trends ensuring a bright start in the business world MyBCommLab is not included Students if MyBCommLab is a recommended mandatory component of the course please ask your instructor for the correct ISBN MyBCommLab should only be purchased when required by an instructor Instructors contact your Pearson representative for more information MyBCommLab is an online homework tutorial and assessment product designed to personalize learning and improve results With a wide range of interactive engaging and assignable activities students are encouraged to actively learn and retain tough course concepts

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