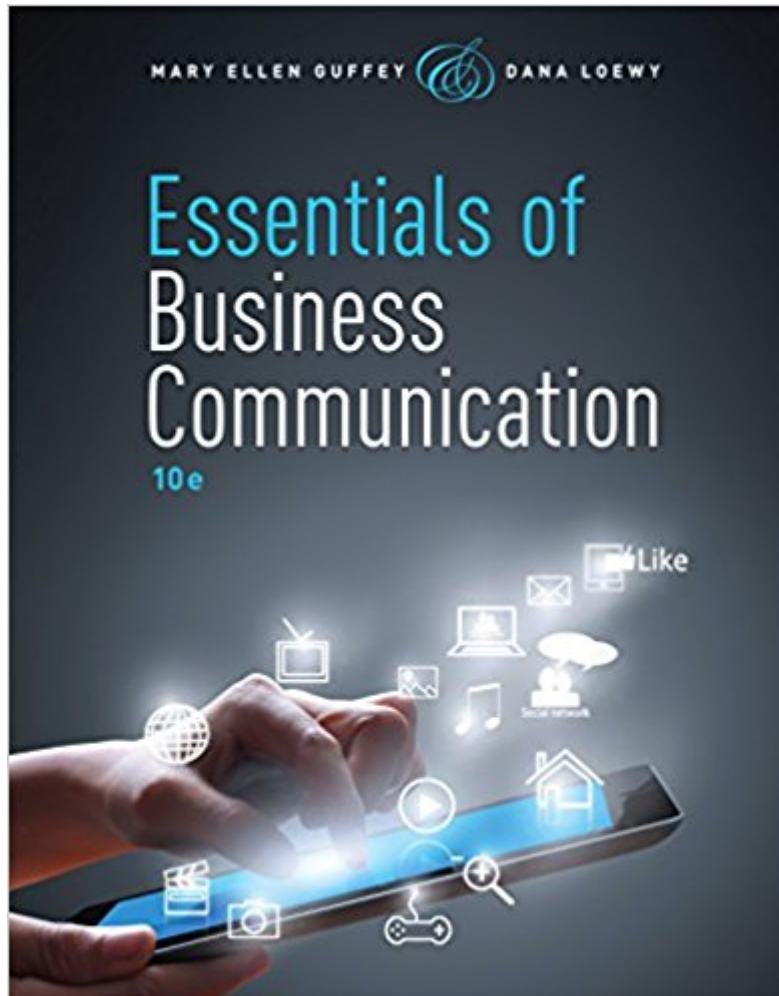




Ebook Directory
the best source of ebook

The book was found

Essentials Of Business Communication



Synopsis

A trusted market leader, Guffey/Loewy's ESSENTIALS OF BUSINESS COMMUNICATION, 10E presents a streamlined approach to business communication that includes unparalleled learning resources for instructors and students. ESSENTIALS OF BUSINESS COMMUNICATION includes the authoritative text and a self-teaching grammar and mechanics handbook at the back of the text as well as extraordinary print and digital exercises designed to build grammar, punctuation, and writing skills. As students learn basic writing skills, they are encouraged to apply these skills to a variety of e-mails, memos, letters, reports, and resumes. Redesigned, updated model documents and extensively updated exercises and activities introduce students to the latest business communication practices. The latest edition of this award-winning text features complete coverage of social media communication, electronic messages, and digital media to prepare students for workplace communication success. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Book Information

File Size: 90934 KB

Print Length: 608 pages

Publisher: Cengage Learning; 010 edition (January 1, 2015)

Publication Date: January 1, 2015

Language: English

ASIN: B00R3EAUME

Text-to-Speech: Not enabled

X-Ray for Textbooks: Enabled

Word Wise: Not Enabled

Lending: Not Enabled

Enhanced Typesetting: Not Enabled

Best Sellers Rank: #35,836 Paid in Kindle Store (See Top 100 Paid in Kindle Store) #8

in [Kindle Store](#) > [Kindle eBooks](#) > [Reference](#) > [Writing, Research & Publishing Guides](#) >

[Technical](#) #31 in [Kindle Store](#) > [Kindle eBooks](#) > [Business & Money](#) > [Skills](#) > [Running](#)

[Meetings & Presentations](#) #35 in [Books](#) > [Reference](#) > [Writing, Research & Publishing Guides](#) > [Writing](#) > [Technical](#)

Customer Reviews

Do not buy rip off. The description states:(with Premium Website, 1 term (6 months) Printed Access

Card)But that is not the case. Access code DID NOT provide access to the Premium WEB site, publisher charged me \$40.00 plus tax to get access to the Premium WEB site, that I had to have to complete an assignment. relly should fix this deceptive description. Also, the publishers' support is worthless, no number to call and takes days to answer emails.

The description said this book came with the code. It did have a code but had already been used. Would not have bought this book of I would have known.

One of the most useful textbooks I have ever gotten. If you can afford to buy instead of rent I recommend doing so. This book teaches you how to write a resume, prepare for an interview, write a professional email and so much more. I wish I had bought this. Instead I ended up making copies of the pages I knew would be useful in the future. When my friend from another school felt underprepared for the job hunting process I let her make copies of some of the pages too and she said it was really useful during her interviewing process. Now she is an accountant with a starting salary of \$60,000!! definitely never recommend buying books because who has the money for that, but some books are worth investing in and this is definitely one of those!

Didn't have tap mind, so I had it too buy it separate, it was like paying for two books, you should give the option to pay extra for the tap mind so student wouldn't pay more.

Not a great book, but not horrible. I can't comment if the organization of the book would be good start to finish as our professor has us jump chapters. There are a lot of graphics, almost too many. I also find it confusing when graphics are referenced on completely different pages causing you to flip back and forth. It's horribly distracting.

Excellent book for class-and not just for communication majors it's a great resource?

More college books I'll never use.

great product

[Download to continue reading...](#)

ESL Business English: The essential guide to Business English Communication (Business English, Business communication, Business English guide) Modern Essentials Bundle 6th - Modern

Essentials 6th Edition a Contemporary Guide to the Therapeutic Use of Essential Oils, An Introduction to Modern Essentials, and Modern Essentials Reference Card Business For Kids: for beginners - How to teach Entrepreneurship to your Children - Small Business Ideas for Kids (How to Start a Business for Kids - Business for children - Kids business 101) Business Communication (Harvard Business Essentials) Communication and Communication Disorders: A Clinical Introduction (4th Edition) (Allyn & Bacon Communication Sciences and Disorders) Communication, Media, and Identity: A Christian Theory of Communication (Communication, Culture, and Religion) Prepper Essentials: Prepper Essentials What Every Survivalist Needs To Know When Building The Ultimate SHTF Stockpile (Survival Handbook, DIY, Emergency ... Essentials Books, Emergency Prepared) Business Turnaround Blueprint: Take Back Control of Your Business and Turnaround Any Area of Poor Performance (A Business Book for the Hard-Working Business Owner) Essentials of Business Communication (with Premium Website, 1 term (6 months) Printed Access Card) Business Communication Essentials (7th Edition) Essentials of Business Communication Guide to Business Etiquette (2nd Edition) (Guide to Series in Business Communication) Business Communication: Developing Leaders for a Networked World (Irwin Business Communications) Dynamic Business Law: The Essentials, 3dr Edition (Irwin Business Law) The Essentials of Business Etiquette: How to Greet, Eat, and Tweet Your Way to Success (Business Books) Reengineering the Corporation: A Manifesto for Business Revolution (Collins Business Essentials) Business Essentials Business Strategy: Study Text Dynamic Business Law: The Essentials (Irwin Business Law) Intergenerational Communication Across the Life Span (Routledge Communication Series) Introduction to Communication Disorders: A Lifespan Evidence-Based Perspective (5th Edition) (Pearson Communication Sciences and Disorders)

[Contact Us](#)

[DMCA](#)

[Privacy](#)

[FAQ & Help](#)