



Chapter 3

Composing Business Messages

Essentials of
Business
Communication 9e

Mary Ellen Guffey  Dana Loewy

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Chapter 2

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etc and effective business reports and proposals An especially useful tool for those entering the job market this book is also a must read for corporate trainers office managers and others that need to utilize effective communications on a day to day basis

Business Communication Activebook John V. Thill, Courtland L. Bovée, 2004 This interactive book will give you the tools you ll need to succeed in today s workplace by developing your essential communication skills Three easy to follow steps planning writing and completing business messages offer a practical strategy for writing and delivering business messages Abundant sample documents show how to apply the principles being discussed This is the only book that offers business communication experience in every chapter through real world on the job simulations featuring actual companies and real world business documents These simulations provide a unique opportunity for you to practice and sharpen your business communication problem solving skills Topics include understanding business communication the three step writing process letters memos e mail and other brief communications reports and oral presentations and resumes and interviewing for employment An essential and useful tool for anyone interested in developing better business communication skills human resource personnel managers and office workers will find interactive book especially helpful

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