

# Excellence in **Business Communication**

12<sup>e</sup>



John V. Thill  
Courtland L. Bovée

# Excellence In Business Communication

**John V. Thill**



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**KEY TOPICS** Achieving Success through Effective Business Communication, Communicating in Teams and Mastering Listening and Nonverbal Communication, Communicating Interculturally, Planning Business Messages, Writing Business Messages, Completing Business Messages, Crafting Messages for Electronic Media, Writing Routine and Positive Messages, Writing Negative Messages, Writing Persuasive Messages, Planning Reports and Proposals, Writing Reports and Proposals, Completing Reports and Proposals, Designing and Delivering Oral and Online Presentations, Building Careers and Writing Resumes, Applying and Interviewing for Employment.

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