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**Yicheng Fang**



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**Business English** Soumitra Kumar Choudhury, 2011 **Effective Business Communications** Herta A. Murphy, Charles Edwin Peck, 1980 The Murphy book gives strong emphasis to completeness conciseness consideration concreteness clearness courteousness and correctness in business communication These seven Cs guide student readers to choose the content and style that best fits the purpose and recipient of any given message Pedagogically rich most chapters in this paperback text include checklists mini cases and problems Communication Probe boxes which summarize related research and sidenotes that isolate significant points that should not be missed Two new chapters are devoted to ethics and technology respectively

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**Effective Business Communication** Steven Golen, 1989 Principles of Business Communication C. Glenn Pearce, Ross Figgins, Steven Golen, 1984

**Chinese Economic Transition and International Marketing Strategy** Ilan Alon, 2003-03-30 As China's markets evolve marketing strategy must adapt to meet changing circumstances Alon and his contributors provide a comprehensive look at how economic transition affects marketing strategies across a wide range of industries including telecommunications the auto industry the hospitality industry the airline industry textiles cosmetics and wine In addition they discuss the changing situation of joint ventures collective enterprises and state owned businesses Bringing divergent perspectives to bear from Hong Kong the United States the United Kingdom Australia New Zealand and China itself the marketers and scholars who contributed to this volume have integrated research relating to economic transition with strategic considerations for more effective and competitive marketing plans In addition to the industry specific information this volume includes chapters on entry barriers e commerce market research branding and promotion

Global Implications for Business Communications American Business Communication Association. National Convention, 1988

**Harvard Business School Core Collection 1995** Baker Library, 1995 *Management Aids*, 19??

*Successful Business Writing* Malra Treece, 1980 *Communication for Business and the Professions* Malra Treece, 1983

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