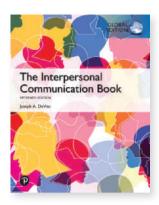
Business Communications



The Interpersonal Communication Book, Global Edition Edition 15

Devito

Binding Paperback | Page Count 432

For courses in Interpersonal Communication.

The Interpersonal Communication Book provides in-depth coverage of interpersonal communication, blending theory and research with practical skills. Author Joseph DeVito utilizes the concept of choice as the philosophical foundation of his narrative, emphasizing how the choices individuals make will influence their relationships and the effectiveness of their messages. The 15th Edition has been updated with new topics and additional coverage of the impact that the proliferation of social media has had upon interpersonal communication throughout the world.

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- 12. Interpersonal Power and Influence

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Excellence in Business Communication Edition 12

Thill / Bovee

Binding Paperback | Page Count 672

For undergraduate courses in business communication.

Following the wake of the digital revolution and the advent of social media, business communication has been hit by yet another revolutionary change: the rise of mobile communication. In this 12th Edition of Bovee and Thill's Excellence in Business Communication, the most significant and recent technology-related changes affecting the business world are thoroughly discussed. The text emphasizes fundamental skills and principles, including the importance of writing, listening, presenting, and other components of business communication. Featuring practical advice, timetested processes, and real-world examples, Excellence in Business Communication is the premier text for honing and developing business students' essential communication skills.

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- 15. Building Careers and Writing Résumés
- 16. Applying and Interviewing for Employment

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Business Communications



Business Communication Today Edition 14

Bovee / Thill

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For courses in business communication.

Business Communication Today demonstrates the inherent connection between recent technological developments and modern business practices. This text addresses the most essential changes in technology and how they impact the business world, while still addressing timeless business skills such as listening, presenting, and writing. With a strong focus on mobile connectivity, the 14th Edition is a highly integrated text that seamlessly blends new topics such as social media in business with more traditional entrepreneurial concepts.

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