



A Guide to Business Communication: Writing, Presenting, and Listening

By C Bracken Meyers

Createspace, United States, 2010. Paperback. Book Condition: New. 230 x 152 mm. Language: English . Brand New Book ***** Print on Demand *****.A Guide to Business Communication covers the three most important aspects of business communications - writing, presenting, and listening. This book will serve you as a guide and reference to help you improve your communication skills. It covers everything from how to build an effective sentence, to tips on writing professional business letters, memos, and even email. Today, the corporate specialty of presentations has infiltrated every possible level in every organization. This guide will help you to be able to present your ideas and plans competently and confidently. No matter what level of expertise in communications you are at, you can always improve. Improving your communication skills will help you go further in both your personal and professional life.

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