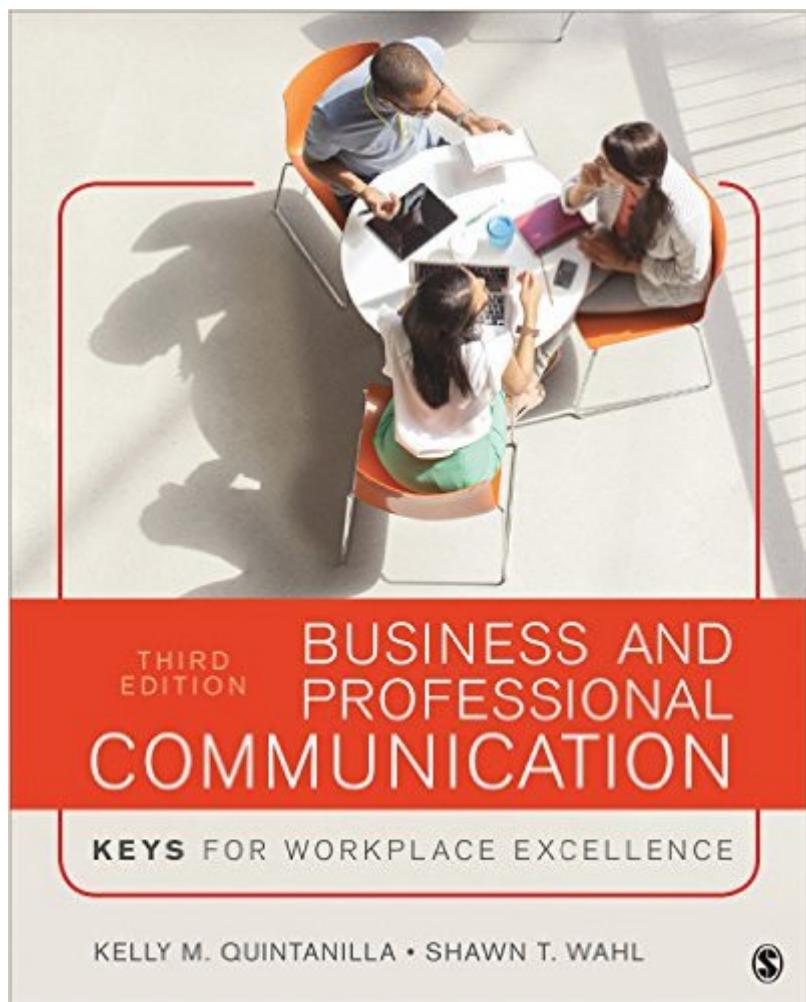


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# Business And Professional Communication: KEYS For Workplace Excellence



## **Synopsis**

Professional success requires excellent communication skills. Organized around the transition from student to professional life, *Business and Professional Communication*, Third Edition gives readers the tools they need to move from interview candidate to team member to leader. Kelly M. Quintanilla and Shawn T. Wahl help students understand the role communication plays when successfully handling situations like job interviewing, providing feedback to supervisors, and working in teams. The fully updated Third Edition includes expanded coverage of making competent choices in new communication channels, increased emphasis on skill building for business writing and presentations, and the effective use of visual aids.

## **Book Information**

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Average Customer Review: 4.4 out of 5 starsÂ See all reviewsÂ (12 customer reviews)

Best Sellers Rank: #70,402 in Books (See Top 100 in Books) #85 inÂ Books > Textbooks > Business & Finance > Business Communication #157 inÂ Books > Textbooks > Communication & Journalism > Communications #267 inÂ Books > Reference > Words, Language & Grammar > Communication

## **Customer Reviews**

While my course required the newest edition, my teacher did not mind which edition we used. Chapter are different, but it's all the same information. The newer addition goes in-depth on some topics but you're really not missing out much. It is a great book to use as reference for the rest of your life.

This book was very helpful for my Principles of Finance class.

This was a great book to read to establish excellent relationships and environments in the workplace. I would recommend this material to supervisors and managers that are in charge of

employees.

GREAAAAAAAT!!!!!!! I'm enjoying them. I will always come to you Guy's first to see if you have the books. THANKS

Perfect and easy to use. Very helpful in my class and can carry it in my pocket wherever I go now!

The book was in great shape!!!

Very good book and on time!

Was a required text

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