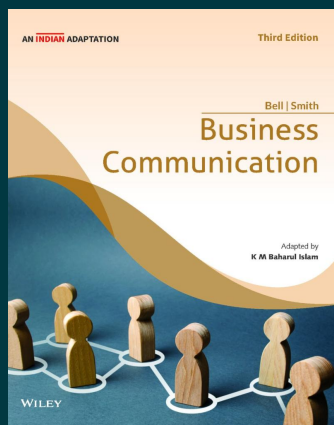




Business Communication, 3ed (An Indian Adaptation)

By Arthur H. Bell, Dayle M. Smith, K M Baharul Islam

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Description

Business Communication is a step-by-step guide for learning specific techniques which help readers improve their communication skills and achieve clarity and brevity in business writing. The book follows a four-part approach to communication instruction: explain it, try it, evaluate it, perfect it. It provides graduate and undergraduate students, managers, and managers-in-training with the tools they need to become masterful communicators.

About the Author

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