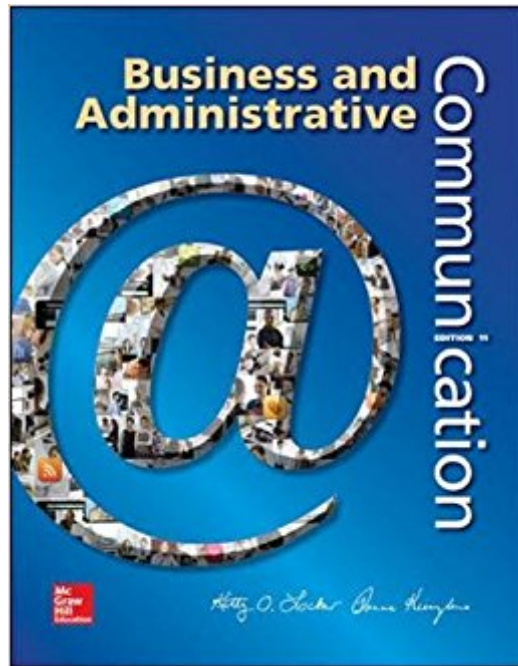




Ebook Directory
the best source of ebook

The book was found

Business And Administrative Communication



Synopsis

Business and Administrative Communication (BAC) is flexible, comprehensive & up-to-date, specific & interesting. BAC uses a rhetorical emphasis of audience, purpose, and context allowing communicators to shape their messages appropriately for all channels and purposes. BAC conveys the best possible advice to students while Connect Business Communication allows students to apply concepts and practice skills. In short - Connect + BAC = An effective communicator

Book Information

Hardcover: 768 pages

Publisher: McGraw-Hill Education; 11 edition (January 29, 2014)

Language: English

ISBN-10: 0073403253

ISBN-13: 978-0073403250

Product Dimensions: 8.5 x 1.3 x 11.1 inches

Shipping Weight: 3.6 pounds (View shipping rates and policies)

Average Customer Review: 4.2 out of 5 stars 42 customer reviews

Best Sellers Rank: #5,451 in Books (See Top 100 in Books) #6 in [Books > Business & Money > Skills > Business Writing](#) #8 in [Books > Textbooks > Business & Finance > Business Communication](#) #35 in [Books > Business & Money > Skills > Communications](#)

Customer Reviews

Kitty O. Locker was an Associate Professor of English at The Ohio State University, where she taught courses in workplace discourse and research methods. She received her B.A. from DePauw University and her M.A. and Ph.D. from the University of Illinois at Urbana. She also wrote *Business and Administrative Communication* (6th ed., Irwin/McGraw-Hill, 2003), *The Irwin Business Communication Handbook: Writing and Speaking in Business Classes* (1993), and co-edited *Conducting Research in Business Communication* (1988). Her consulting clients included URS Greiner, Abbott Laboratories, the Ohio Civil Service Employees Association, AT&T, and the American Medical Association. In 1994-1995, she served as President of the Association for Business Communication (ABC). From 1997 to 2000, she edited *ABC's Journal of Business Communication*. She received *ABC's Outstanding Researcher Award* in 1992 and *ABC's Meada Gibbs Outstanding Teacher Award* in 1998.

I needed for school, for a cheaper price and I got that. It was the same edition, but international and

still the exact information. It got the job done!

Product arrived as described and in the represented condition.

Good information

none

Straightforward, easy read. Just remember to use common sense in real life, you can't learn good communication from a book-- though you can learn some great rules that will keep you from royally screwing yourself in a business setting.

Good.

The best course I have taken. Book is easy to understand and follow!

This is a very interesting book with real life examples and writings. Truly easy to read and comprehend and has been very useful and practical for my class. The only low rating i would give it the seam tearing within the first two days of obtaining it. Other than that, the books contents are outstanding.

[Download to continue reading...](#)

ESL Business English: The essential guide to Business English Communication (Business English, Business communication, Business English guide) Business and Administrative Communication Business For Kids: for beginners - How to teach Entrepreneurship to your Children - Small Business Ideas for Kids (How to Start a Business for Kids - Business for children - Kids business 101) Communication and Communication Disorders: A Clinical Introduction (4th Edition) (Allyn & Bacon Communication Sciences and Disorders) Communication, Media, and Identity: A Christian Theory of Communication (Communication, Culture, and Religion) Business Turnaround Blueprint: Take Back Control of Your Business and Turnaround Any Area of Poor Performance (A Business Book for the Hard-Working Business Owner) Business Communication (Harvard Business Essentials) Guide to Business Etiquette (2nd Edition) (Guide to Series in Business Communication) Business Communication: Developing Leaders for a Networked World (Irwin Business Communications) Augmentative and Alternative Communication: Supporting Children and Adults with Complex

Communication Needs, Fourth Edition A Primer on Communication and Communicative Disorders (Allyn & Bacon Communication Sciences and Disorders) Clinical Decision Making in Developmental Language Disorders (Communication and Language Intervention) (Communication and Language Intervention Series) Marriage: How To Save And Rebuild Your Connection, Trust, Communication And Intimacy (FREE Bonus Included) (Marriage Help, Save Your Marriage, Communication Skills, Marriage Advice) Teaching Students with Language and Communication Disabilities (4th Edition) (The Allyn & Bacon Communication Sciences and Disorders) Introduction to Communication Disorders: A Lifespan Evidence-Based Perspective (5th Edition) (Pearson Communication Sciences and Disorders) Human Communication Disorders: An Introduction (8th Edition) (Allyn & Bacon Communication Sciences and Disorders) Evaluating Research in Communication Disorders (7th Edition) (Pearson Communication Sciences and Disorders) Introduction to Communication Disorders: A Lifespan Evidence-Based Perspective (4th Edition) (Allyn & Bacon Communication Sciences and Disorders) Strategic Public Relations Management: Planning and Managing Effective Communication Campaigns (Routledge Communication Series) Emotional Intelligence: How to Increase EQ, Interpersonal Skills, Communication Skills and Achieve Success (emotional intelligence, emotions, how to read ... problem solving, communication Book 3)

[Contact Us](#)

[DMCA](#)

[Privacy](#)

[FAQ & Help](#)