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M: Business Communication

BUSINESS COMMUNICATION

SKILLS
Employers Are Looking For

TAKE AIM
At Common Grammatical Mistakes

MOVING YOUR READER TO YES!

HAVE NO FEAR!
Public Speaking With Confidence

Make Employers Take Note:
Top Interview Techniques

Using SOCIAL MEDIA
To Your Professional Advantage

POP QUIZ:
What's the best way to break bad news?

3e
RENTZ | LENTZ

McGraw Hill Education

M is Motivation. M is Momentum. M is Moving Forward. M is McGraw-Hill.



Synopsis

M: Business Communication has become the most technologically current and pedagogically effective product on the market, and is written by the authors of Lesikar's Business Communication: Making Connections in a Digital World. Its focus on the essentials required of today's digital workplace makes it easy for instructors to cover all the materials presented within the semester, and its student-centered design and study resources ensure success. Paired with Connect Business Communication; M: Business Communication contains the tools needed to navigate through the fast-paced and ever-changing field effectively and efficiently. For access to the instructor and student supplements, and bonus chapters that accompany this product visit www.mhhe.com/rentzm3e.

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Customer Reviews

Very pleased and satisfied with the book just as described and great value for the price.

I liked it because I would much rather read from a book of paper than a computer. Much easier to find things. My book came in less time, and was like new. Thank you...

Textbook for my business communications class. I learned from this book but certain things could have been explained better.

Book came fine no problems with it, and it had additional exercise papers in the back.

I like the book very helpful I wish I keep it. To pricy to actually owned it.

Great for the class I am taking. Exactly what you really need to know

Pretty good text book, chapters are rather long

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