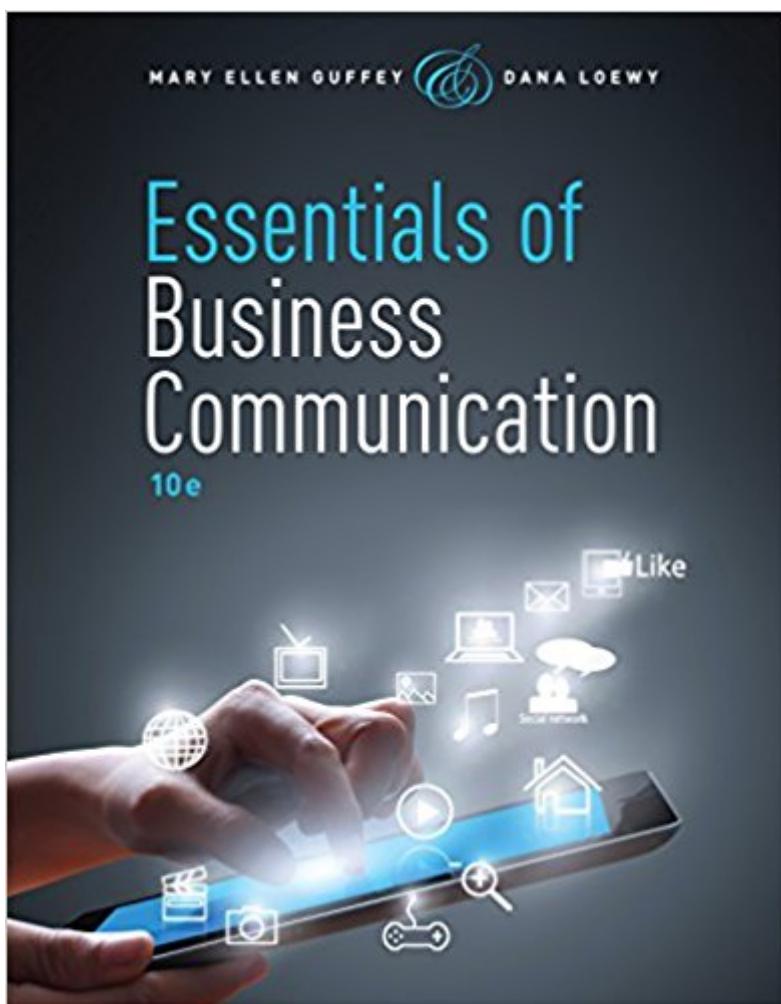


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# Essentials Of Business Communication



## **Synopsis**

A trusted market leader, Guffey/Loewy's **ESSENTIALS OF BUSINESS COMMUNICATION**, 10E presents a streamlined approach to business communication that includes unparalleled learning resources for instructors and students. **ESSENTIALS OF BUSINESS COMMUNICATION** includes the authoritative text and a self-teaching grammar and mechanics handbook at the back of the text as well as extraordinary print and digital exercises designed to build grammar, punctuation, and writing skills. As students learn basic writing skills, they are encouraged to apply these skills to a variety of e-mails, memos, letters, reports, and resumes. Redesigned, updated model documents and extensively updated exercises and activities introduce students to the latest business communication practices. The latest edition of this award-winning text features complete coverage of social media communication, electronic messages, and digital media to prepare students for workplace communication success. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

## **Book Information**

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publisher charged me \$40.00 plus tax to get access to the Premium WEB site, that I had to have to complete an assignment. really should fix this deceptive description. Also, the publishers' support is worthless, no number to call and takes days to answer emails.

The description said this book came with the code. It did have a code but had already been used. Would not have bought this book if I would have known.

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Didn't have tap mind, so I had to buy it separate, it was like paying for two books, you should give the option to pay extra for the tap mind so student wouldn't pay more.

Not a great book, but not horrible. I can't comment if the organization of the book would be good start to finish as our professor has us jump chapters. There are a lot of graphics, almost too many. I also find it confusing when graphics are referenced on completely different pages causing you to flip back and forth. It's horribly distracting.

Excellent book for class-and not just for communication majors it's a great resource?

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