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Revised edition of the authors' Excellence in business communication, [2017]

BUSINESS COMMUNICATION: IN PERSON, IN PRINT, ONLINE, 9E offers a realistic approach to communication in today's organizations. The text covers the most important business communication concepts in detail and thoroughly integrates coverage of today's social media and other communication technologies. Building on core written and oral communication skills, the ninth edition helps readers make sound medium choices and provides guidelines and examples for the many ways people communicate at work. Readers learn how to create PowerPoint decks, use instant messaging and texting effectively at work, engage customers using social media, lead web meetings and conference calls, and more. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Gain the knowledge and skills you need to move from interview candidate, to team member, to leader with this fully updated Fourth Edition of Business and Professional Communication by Kelly M. Quintanilla and Shawn T. Wahl. Accessible coverage of new communication technology and social media prepares you to communicate effectively in real world settings. With an emphasis on building skills for business writing and professional presentations, this text empowers you to successfully handle important work-related activities, including job interviewing, working in team, strategically utilizing visual aids, and providing feedback to supervisors. New to the Fourth Edition: A New "Introduction for Students" introduces the KEYS process to you and explains the benefits of studying business and professional communication. Updated chapter opening vignettes introduce you to each chapter with a contemporary example drawn from the real world, including a discussion about what makes the employee-rated top five companies to work for so popular, new strategies to update PR and marketing methods to help stories stand out, Oprah Winfrey's 2018 Golden Globe speech that reverberated throughout the #metoo movement, Simon Sinek's "How Great Leaders Inspire Action" TED talk, and the keys to Southwest Airlines' success. An updated photo program shows diverse groups of people in workplace settings and provides current visual examples to accompany updated vignettes and scholarship in the chapter narrative.

With its emphasis on Australia and New Zealand, this book is a comprehensive and cutting-edge introduction to professional communication.

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Exploring the implications of 10 years of data from more than 21,000 communication professionals across Europe, combined with case studies and interviews with senior communication directors from top European companies and organisations, this book provides an insight into how to build, develop and lead excellent communication. It presents a culmination of research and best practice models, covering strategic communication, the impact on reputation, crisis, mediation, organisational culture, new digital, social and mobile media as well as the development of professionalisation. Providing clear guidance on the difference between normal and excellent communications departments, the book shows readers how communication can effectively influence and support the organisation and positively fit within the business strategy of today's global and changing markets. The study behind this book, the European Communication Monitor, is known as the most comprehensive provider of reliable data in the communication field worldwide.

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