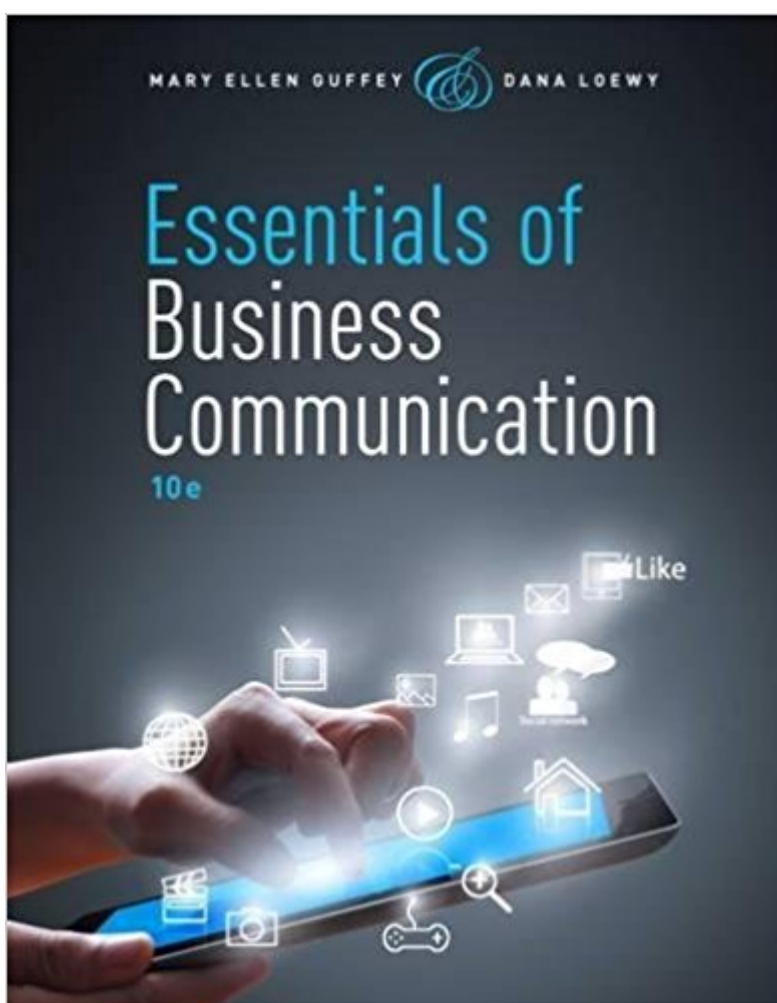


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# Essentials Of Business Communication (with Premium Website, 1 Term (6 Months) Printed Access Card)



## Synopsis

NOTE: The Access Code has to be entered EXACTLY as given. Strengthen your business communication skills with the streamlined presentation and unparalleled learning resources found only in the award-winning ESSENTIALS OF BUSINESS COMMUNICATION, 10E. This unique four-in-one learning package includes an authoritative text, practical workbook, grammar/mechanics handbook at the end of the book, and premium Web site (access code is included with new copies of the text). You'll learn basic writing skills and then apply these skills to a variety of e-mails, memos, letters, reports, and resumes. Realistic, updated model documents and new exercises and activities introduce the latest business communication practices. Extraordinary exercises help you build confidence as you review grammar, punctuation, and writing guidelines. You'll find increased coverage of professional social media communication, electronic messages and digital media. Please note that the Premium Website access code is included in new copies of the text. Access codes and supplements are not guaranteed with used items.

## Book Information

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A dedicated professional, Mary Ellen Guffey has taught business communication and business English topics for more than 35 years. She received a bachelor's degree, summa cum laude, from Bowling Green State University; a master's degree from the University of Illinois; and a doctorate in business and economic education from the University of California, Los Angeles (UCLA). She has taught at the University of Illinois, Santa Monica College, and Los Angeles Pierce College. Now recognized as the world's leading business communication textbook author, Dr. Guffey is the founding author of three award-winning textbooks: BUSINESS COMMUNICATION: PROCESS AND PRODUCT, ESSENTIALS OF BUSINESS COMMUNICATION, and BUSINESS ENGLISH. Each updated book continues to lead its market and, together, these books have helped hundreds of thousands of students around the world develop language skills. Dr. Guffey serves on the review boards of the Business and Professional Communication Quarterly and the Journal of Business Communication, publications of the Association for Business Communication. She also participates in national meetings, sponsors business communication awards, and is committed to promoting excellence in business communication pedagogy and the development of student writing skills. Dana Loewy has been teaching business communication at California State University, Fullerton since 1996. She enjoys introducing undergraduates to business writing and honing the skills of graduate students in managerial communication. Most recently, she has also taught various German courses and is a regular guest lecturer at Fachhochschule Nürtingen, Germany. In addition to completing numerous brand-name consulting assignments, she is a certified business etiquette consultant. Dr. Loewy has collaborated with Dr. Guffey on recent editions of BUSINESS COMMUNICATION: PROCESS AND PRODUCT as well as on ESSENTIALS OF BUSINESS COMMUNICATION. Dr. Loewy holds a master's degree from Bonn University, Germany, and earned a PhD in English from the University of Southern California. Fluent in several languages, among them German and Czech, her two native languages, Dr. Loewy has authored critical articles in many areas of interest -- literary criticism, translation, business communication, and business ethics. Before teaming up with Dr. Guffey, Dr. Loewy published various poetry and prose translations, most notably THE EARLY POETRY OF JAROSLAV SEIFERT and ON THE WAVES

OF TSF. Active in the Association for Business Communication, Dr. Loewy focuses on creating effective teaching/learning materials for undergraduate and graduate business communication students.

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