

Business Communication

Process & Product, 7th Edition



Mary Ellen Guffey | Dana Loewy

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Business Communication: Process & Product Mary Ellen Guffey,2015-05-11

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Business Communication: Essential Strategies for 21st Century Managers, 2e Verma Shalini,2014 This book Business

Communication Essential Strategies for Twenty first Century Managers brings together application based knowledge and necessary workforce competencies in the field of communication The second edition utilizes well researched content and application based pedagogical tools to present to the readers a thorough analysis on how communication skills can become a strategic asset to build a successful managerial career With the second edition Teaching Resource Material in the form of a Companion Website is also being provided This book must be read by students of MBA practicing managers executives corporate trainers and professors **KEY FEATURES** Learning Objectives They appear at the beginning of each chapter and enumerate the topics concepts that the readers would gain an insight into after reading the chapter Marginalia These are spread across the body of each chapter to clarify and highlight the key points Case Study 1 It sets the stage for the areas to be discussed in the concerned chapter Case Study 2 It presents real world scenarios and challenges to help students learn through the case analysis method Tech World It throws light on the latest advancements in communication technology and how real time business houses are leveraging them to stay ahead of their competitors Communication Snippet It talks about real organizations people at workplaces their on job communication challenges and their use of multiple communication channels to gain a competitive edge Summary It helps recapitulate the different topics discussed in the chapter Review and Discussion Questions These help readers assess their understanding of the different topics discussed in the chapter Applying Ethics These deal with situation based ethical dilemmas faced by real managers in their professional lives Simulation based Exercise It is a roleplay management game that helps readers simulate real managers or workplace situations and thereby enables students to apply the theoretical concepts Experiential Learning It provides two caselets each followed by an Individual Activity and a Team Activity based on real time business processes that help readers feel or experience the concepts and theories they learn in the concerned chapter to gain hands on experience References These are given at the end of each chapter for the concepts and theories discussed in the chapter [Business Communication Process and Product, Brief Edition, 7th Edition](#) Mary Ellen Guffey,Dana Loewy,Esther Griffin,2021-03-23 Business Communication Process and Product Seventh Brief Canadian Edition prepares students for a career in an increasingly digital and complex mobile social and global workplace With new Canadian case studies concept checks examples and references this new edition s content is even more relevant Students are introduced to the various recursive steps process in creating effective business documents product Business Communication Process and Product was developed to equip students with skills that will meet their future employers expectations such as written and oral communication skills critical thinking and analytical reasoning and ethical decision making Guffey Loewy Griffin Your authoritative and trusted brand in Business Communication [A Paradigm for Business Communication across Cultures: Theoretical Highlights for Practice](#) Dr. Yongqiang LIU [□](#),2015-01-01 Today s global citizens operate business and management endeavors on a global scale Globalization generates an increasing demand for effective communication in diverse cultural contexts and challenges the relevance of culture in

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Business Communication: Process and Product Mary Ellen Guffey,Dana Loewy,2010-08-23

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