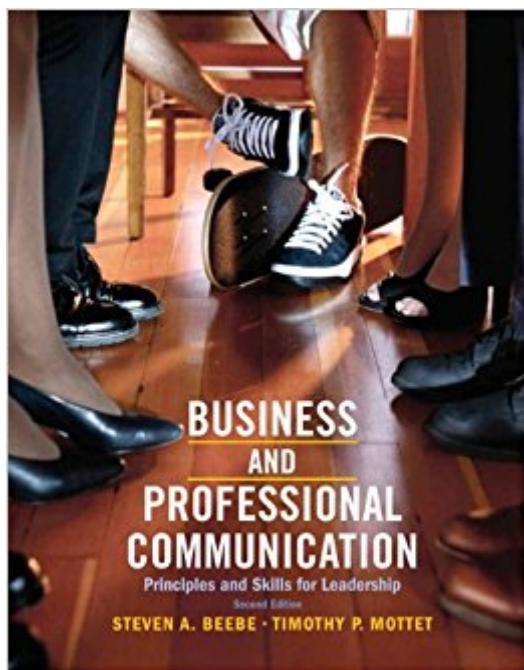


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# Business & Professional Communication: Principles And Skills For Leadership (2nd Edition)



## **Synopsis**

Updated in its 2nd edition, Business & Professional Communication focuses on the core concepts and skills of business and professional communication, with an emphasis on leadership for today's global workplace. This comprehensive text is organized around five fundamental principles of communication, providing a useful pedagogical framework for the reader. These principles are applied to a variety of business and professional contexts, including workplace relationships, interviewing, group and team work and giving presentations.

## **Book Information**

Paperback: 464 pages

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Average Customer Review: 4.0 out of 5 stars 30 customer reviews

Best Sellers Rank: #14,249 in Books (See Top 100 in Books) #41 in Books > Textbooks > Business & Finance > Business Communication #49 in Books > Textbooks > Humanities > Performing Arts > Theater #75 in Books > Arts & Photography > Performing Arts > Theater

## **Customer Reviews**

Book was nasty. I bought a clear cover to use it for school. Feel the price should of been lower after it was in poor conditions with some pages sticking together.

The Material covered in this book is amazing. I've applied what I've learned in meetings at work, as well as presentation or just regular one to one conversations.

This "course" is a joke! The book doesn't fit to the size of an e-reader like a kindle or ipad (I've tried both) and it's so muddled with garbage no one could ever use it's a huge waste of money!

The book was very used, it looked like someone spilled something in it. But for the price, still very much worth it!!

If you're interested in this book, it's probably because your professor assigned it to you. In that case, you're lucky. This reads easily and has constant review so you learn the key terms without much extra thought. I rented this from and had a great experience with payment and shipping, unlike some other companies I've borrowed from.

GREAT!

Came in great condition as advertised!

Another boring book about communication that no student will remember and no business will cite with their own communication philosophy.

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