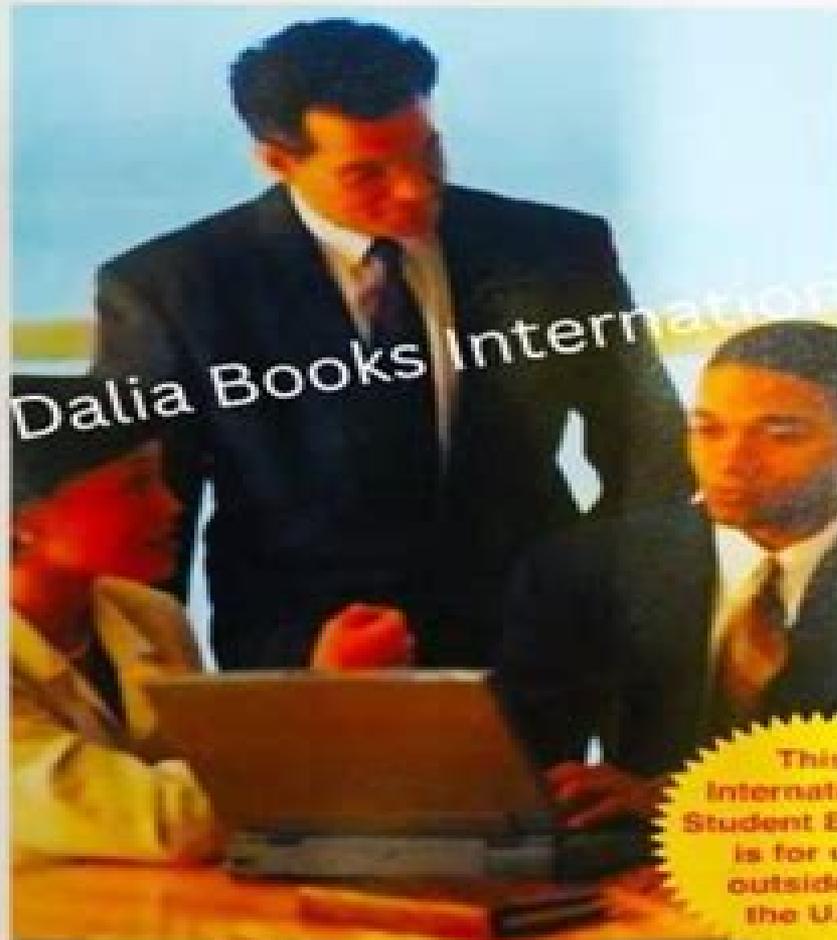


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Basic Business Communications Robert M. Archer, Ruth Pearson Ames, 1971 Business Education Forum, 1979 *Proceedings* International Technical Communications Conference, 1978 **The Vocational-technical Library Collection** Bruce Reinhart, 1970 **Business Education Index**, 1977 **An Introduction to Human Communication** Judy C. Pearson, Paul Edward Nelson, 2000 The eighth edition of this textbook integrates recent research and chapters whilst continuing to emphasize public speaking It contains information on small group communication interviewing mass communication and communicating in the family Also available are an instructor's manual with test file microtest Power Point presentation software and transparencies **Writing in the Business Professions** Myra Kogen, 1989 Assessing the current state of writing instruction for the business world as well as promising developments of theory and practice in this expanding field this book contains 14 articles by nationally known leaders in this teaching specialty The first section of the book looking at the writing process as it applies to professional writing consists of 1 Rhetorical Problem Solving Cognition and Professional Writing L Flower 2 Arranging Business Prose J Selzer 3 What Classical Rhetoric Has to Offer the Teacher and the Student of Business and Professional Writing E Corbett and 4 Interactive Writing on the Job Definitions and Implications of Collaboration B Couture and J Rymer Articles in the second section discuss writing as practiced in corporations government the law and academia 5 Writing in Organizations J Redish 6 Understanding the Writing Context in Organizations L Driskill 7 The State of Legal Writing Res Ipsa Loquitur G Gopen and 8 Writing by Academic Professionals D Dietrich The third section on teaching professional writing contains the following articles 9 Use of the Case Method in Teaching Business Communication J DiGaetani 10 Building Ethos Field Research in a Business Communication Course D Lauerman 11 A Critique of the Rhetorical and Organizational World of Business Communications Texts B Gallagher and 12 The Teaching and Practice of Professional Writing C Knoblauch Articles in the final section survey professional writing programs 13 What's Going On in Business and Management Communication Courses M Munter and 14 The Professional Writing Program and the English Department J Brereton SR

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