

Contemporary
Business Communication



Scott Ober

Contemporary Business Communications Ober First Canadian Edition

IM Harris



Contemporary Business Communications Ober First Canadian Edition:

Contemporary Business Communication Scot Ober, 2000-05-09 Students don't have to be convinced of the need for competent communication skills. By the time they enter business communication classes, students know enough about the business environment to appreciate the critical role communication plays in the contemporary organization; they're also aware of the role communication will play in helping them secure an internship or get a job and be successful at work. To sustain this inherent interest, students need a textbook that is current, fast-paced, and interesting, just like business itself. Thus, a major objective of the book is to present comprehensive coverage of real-world concepts in an interesting and lively manner. This edition has been extensively revised to provide students with the skills they need to communicate effectively in the complex and ever-changing contemporary work environment. The revision was based on helpful feedback received from the current users around the country and indeed around the English-speaking world, changes in the discipline, and especially changes in the workplace itself. The following discussion highlights the features of this complete learning and teaching system: Business communication in context, technology-centered, Work team communication, Spotlights on contemporary issues, The 3Ps: problem, process, and product model, Annotated models and checklists, basic skills first, Unprecedented instructor support, Additional student support materials, Preface.

Books in Print, 1994

American Book Publishing Record, 2005

Encyclopedia of Business Information Sources Linda D. Hall, 2008 Each updated edition of this detailed resource identifies nearly 35,000 live print and electronic sources of information listed under more than 1,100 alphabetically arranged subjects, industries, and business concepts and practices. Edited by business information expert James Woy.

Forthcoming Books Rose Army, 2001-06

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