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package The text builds on grammar and mechanics skills to help students learn to effectively communicate in the workplace

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Soft Skills for Business is a comprehensive guide designed to equip learners with the essential communication and professional competencies required in today s dynamic business world The book presents a well structured approach to understanding and applying key soft skills across professional environments It begins by exploring the principles of communication and its significant role in workplace success Readers are introduced to various modes of communication including verbal non verbal and written forms complemented by insights into formal and informal communication systems

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Business Communication: Process & Product Mary Ellen Guffey, Dana Loewy, 2017-02-21

BUSINESS COMMUNICATION PROCESS AND PRODUCT 9E prepares readers for success in today's digital workplace This book introduces the basics of communicating effectively in the workplace using social media in a professional environment working in teams becoming a good listener and developing individual and team presentations Authors Mary Ellen Guffey and Dana Loewy also offer a wealth of ideas for writing resumes and cover letters participating in interviews and completing follow up activities Optional grammar coverage in each chapter including a comprehensive grammar guide in the end of book appendix helps readers improve critical English language skills Important Notice Media content referenced within the product description or the product text may not be available in the ebook version

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