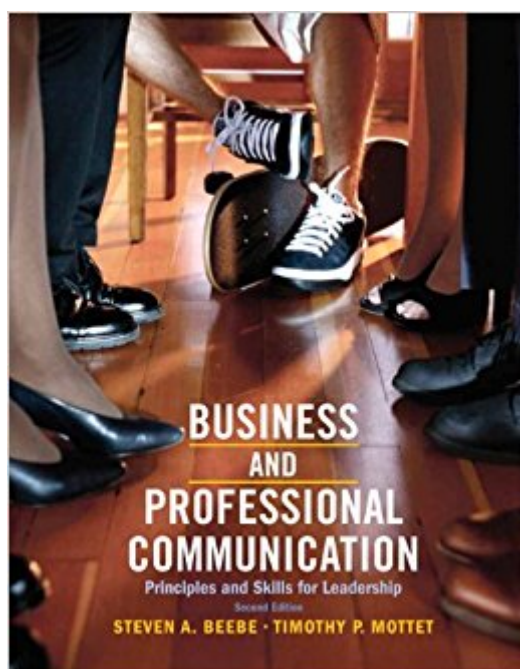


The book was found

# 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

Publisher: Pearson; 2 edition (January 15, 2012)

Language: English

ISBN-10: 0205028993

ISBN-13: 978-0205028993

Product Dimensions: 8.4 x 1 x 10.8 inches

Shipping Weight: 1.8 pounds (View shipping rates and policies)

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.

[Download to continue reading...](#)

Business & Professional Communication: Principles and Skills for Leadership (2nd Edition) ESL Business English: The essential guide to Business English Communication (Business English, Business communication, Business English guide) Emotional Intelligence: How to Increase EQ, Interpersonal Skills, Communication Skills and Achieve Success (emotional intelligence, emotions, how to read ... problem solving, communication Book 3) Step-by-Step Medical Coding 2017 Edition - Text, Workbook, 2017 ICD-10-CM for Physicians Professional Edition, 2017 HCPCS Professional Edition and AMA 2017 CPT Professional Edition Package, 1e Business Communication: Polishing Your Professional Presence (2nd Edition) Communication and Communication Disorders: A Clinical Introduction (4th Edition) (Allyn & Bacon Communication Sciences and Disorders) Why Leadership Sucks: Fundamentals of Level 5 Leadership and Servant Leadership 2016 ICD-10-CM Physician Professional Edition (Spiral bound), 2016 HCPCS Professional Edition and AMA 2016 CPT Professional Edition Package, 1e Practicing the Art of Leadership: A Problem-Based Approach to Implementing the Professional Standards for Educational Leaders (5th Edition) (Pearson Educational Leadership) Business For Kids: for beginners - How to teach Entrepreneurship to your Children - Small Business Ideas for Kids (How to Start a Business for Kids - Business for children - Kids business 101) Communication, Media, and Identity: A Christian Theory of Communication (Communication, Culture, and Religion) Guide to Business Etiquette (2nd Edition) (Guide to Series in Business Communication) CPT 2014 Professional Edition (Current Procedural Terminology, Professional Ed. (Spiral)) (Cpt / Current Procedural Terminology (Professional Edition)) The Effective Water Professional: Leadership, Communication, Management, Finance, and Governance Leadership: How to Make Difficult Co-workers Respect, Admire And Follow You (Management,

Communication Skills) Law and Ethics in Educational Leadership (2nd Edition) (Allyn & Bacon Educational Leadership) Marriage: How To Save And Rebuild Your Connection, Trust, Communication And Intimacy (FREE Bonus Included) (Marriage Help, Save Your Marriage, Communication Skills, Marriage Advice) CPT 2016 Professional Edition (Current Procedural Terminology, Professional Ed. (Spiral)) (Current Procedural Terminology (CPT) Professional) CPT 2013 Professional Edition (Current Procedural Terminology, Professional Ed. (Spiral)) (Current Procedural Terminology (CPT) Professional) CPT 2010 Professional Edition (Current Procedural Terminology, Professional Ed. (Spiral)) (Current Procedural Terminology (CPT) Professional)

[Contact Us](#)

[DMCA](#)

[Privacy](#)

[FAQ & Help](#)