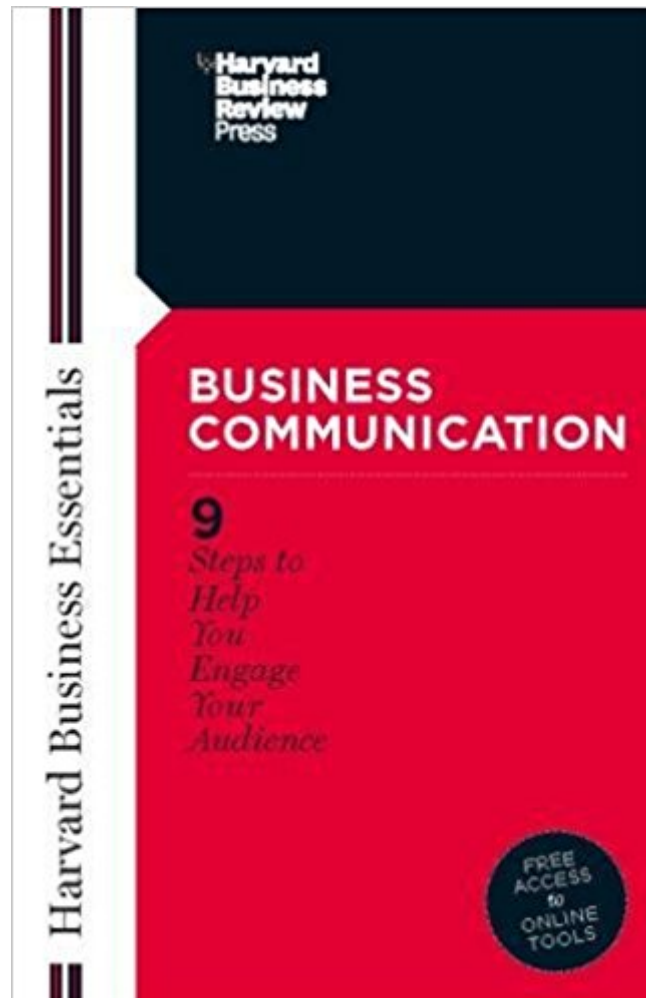




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Business Communication (Harvard Business Essentials)



Synopsis

With advice and tools for improving a wide array of communication skills--from delivering an effective presentation to drafting proposals to the effective use of e-mail--Business Communication helps managers deliver information effectively.

Book Information

Series: Harvard Business Essentials

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Customer Reviews

Harvard Business Essentials The Reliable Source for Busy Managers The Harvard Business Essentials series is designed to provide comprehensive advice, personal coaching, background information, and guidance on the most relevant topics in business. Drawing on rich content from Harvard Business School Publishing and other sources, these concise guides are carefully crafted to provide a highly practical resource for readers with all levels of experience. To assure quality and accuracy, each volume is closely reviewed by a specialized content adviser from a world class business school. Whether you are a new manager interested in expanding your skills or an experienced executive looking for a personal resource, these solution-oriented books offer reliable answers at your fingertips.

I was looking for something about office communication and politics etc. but these are the basics I learned at school. Moving on.

This is just a book for business communication as the title implies. I particularly enjoyed the

references to the Greek style of rhetoric, because they mention things that can be useful. A good book, and an easy read for someone wanting to freshen up on their business rhetoric or preparing for a class on business communications. I originally had it for a business rhetoric class, however, I think it will stay with me as a good reference book for a while.

Clear, helpful, good examples.

Great!

Order came in as advertised!

perfect

Perfect!

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