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Covering business communication skills, this text includes a grammar check, writing improvement exercises and cases which break down the writing process into simple components. E-mail, Web research, team and critical thinking exercises have also been added to this edition.

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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This package is for any undergraduate business students who are looking to improve their written communication skills. This new textbook will aid students as both a workbook and a Handbook of Grammar, Mechanics, and word usage, all-in-one package.

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