



Improving Business Communication Skills (4th Edition)

By Deborah Britt Roebuck

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KEY BENEFIT: The fourth edition of *Improving Business Communication* continues to deliver the foundation on which to build and improve all communication skills. **KEY TOPICS:** This book provides practical and vital communication skills, explores communication through technology, and emphasizes the importance of oral, written, and interpersonal communication skills that future professionals need to be successful in both their careers and personal lives. **MARKET:** For all professionals that rely on written, oral, and electronic communication.

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