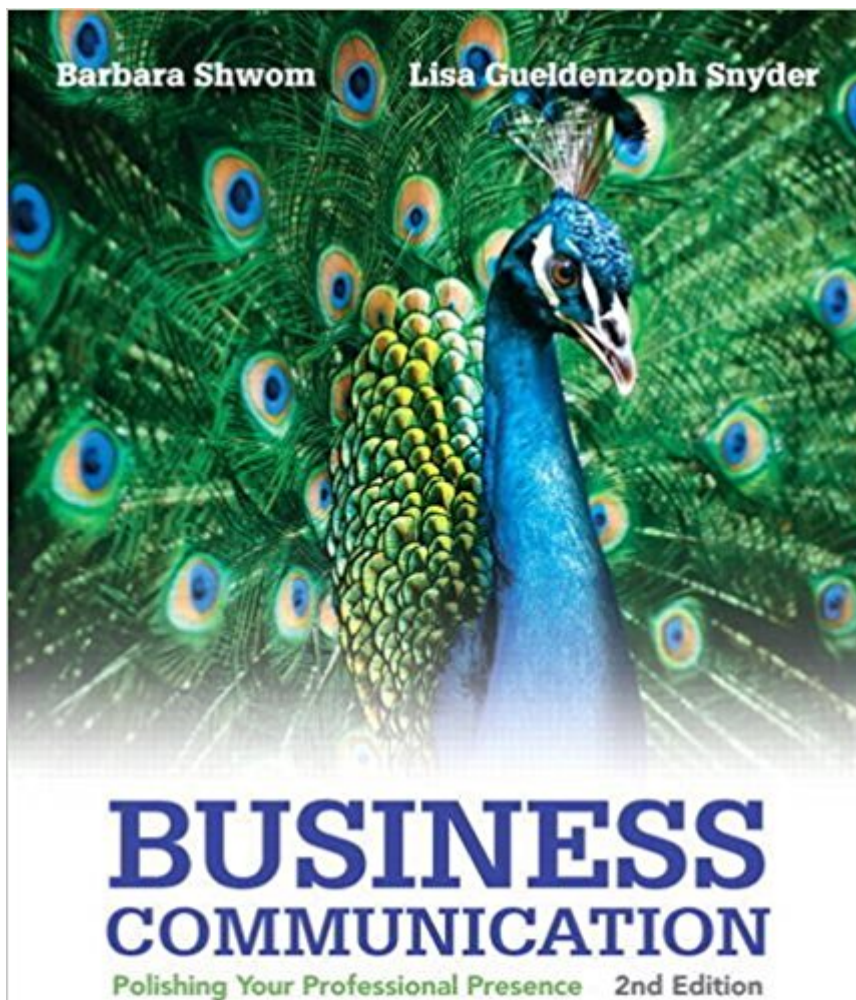




**Ebook Directory**  
the best source of ebook

The book was found

# Business Communication: Polishing Your Professional Presence (2nd Edition)



## Synopsis

Directed primarily toward undergraduate college/university courses in business communication, this text also provides practical content to current and aspiring industry professionals. Career success depends largely on one's ability to be professional, adaptable, and strategic about their communication choices. By providing concise information on how to develop a strong foundation in business communication, *Business Communication: Polishing Your Professional Presence* helps readers enhance their professional and personal success.    013309880X / 9780133098808

*Business Communication: Polishing Your Professional Presence Plus MyBCommLab with Pearson eText -- Access Card Package* Package consists of 0133059510 / 9780133059519

*Business Communication: Polishing Your Professional Presence* 0133060896 / 9780133060898 NEW

*MyBCommLab with Pearson eText -- Access Card -- for Business Communication: Polishing Your Professional Presence*

## Book Information

Paperback: 672 pages

Publisher: Prentice Hall; 2 edition (January 19, 2013)

Language: English

ISBN-10: 0133059510

ISBN-13: 978-0133059519

Product Dimensions: 8.8 x 1.1 x 10.7 inches

Shipping Weight: 2.9 pounds

Average Customer Review: 4.0 out of 5 stars 29 customer reviews

Best Sellers Rank: #35,731 in Books (See Top 100 in Books) #85 in Books > Textbooks > Business & Finance > Business Communication #231 in Books > Education & Teaching > Schools & Teaching > Instruction Methods > Reading & Phonics #278 in Books > Business & Money > Skills > Communications

## Customer Reviews

*Business Communication: Polishing Your Professional Presence Plus MyBCommLab with Pearson eText -- Access Card Package (3rd Edition)* I purchased this book for a friend that needed it for school at a substantially lower price than the campus bookstore. It was exactly what the professor required for the class, arrived in a shrink wrap (brand new) and was shipped very quickly - I love Prime! The description was accurate and my friend is thankful it was available at a better price with fast shipping. His worry of receiving the incorrect book was unfounded. He had considered renting

this book for his business communication class but decided that it might serve him well to have it as a reference tool for the future. Oddly enough I still use my business communication book from time to time so it seemed like a reasonable idea. Otherwise, renting would have been an awesome and even more affordable option. This is one of those items that I wouldn't need to buy again, but this experience proved that there are many more AFFORDABLE options available other than the campus bookstore.

This book has your basics: writing persuasive correspondence, writing proposals, writing cover letters, and it even has grammar exercises. My favorite feature of the book is the many examples that it provides. It seems I'm always referring to the following samples: memo, letter, email, and the chart that describes the best medium to use.

Got this as a rental for a class. It was in better shape than I thought an Rental would be. Anyone over 30 is going to know (or should at least) most of what's in this. It's 75% common sense and 24% proper formatting. It's that last 25% though that make it worth having. Plus the terms in it might not be what folks are used to, so don't try to get by in the class without a copy. The Resume information will probably be obsolete in a year. Resume Formatting trends change constantly. Rent it, don't buy it.... Unless you have trouble remembering the different formats and will need them to do a lot of business writing.

Purchased for class, it got the job done.

Good book I just wished the app could bookmark pages that I could look up and flip to at anytime.

This book was easily to follow along with and gave tons of examples on how to write effective memos emails etc. it definitely helped in my management class

OK

Useful and relevant content.

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

Business Communication: Polishing Your Professional Presence (2nd Edition) Business Communication: Polishing Your Professional Presence (3rd Edition) Business Communication:

Polishing Your Professional Presence Plus MyBCommLab with Pearson eText -- Access Card Package (3rd Edition) ESL Business English: The essential guide to Business English Communication (Business English, Business communication, Business English guide) Rock Polishing: The Complete Idiot's Guide to Rock Polishing A Table in the Presence: The Dramatic Account of How a U.S. Marine Battalion Experienced God's Presence Amidst the Chaos of the War in Iraq 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) 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 & Professional Communication: Principles and Skills for Leadership (2nd Edition) Communication and Communication Disorders: A Clinical Introduction (4th Edition) (Allyn & Bacon Communication Sciences and Disorders) 2016 ICD-10-CM Physician Professional Edition (Spiral bound), 2016 HCPCS Professional Edition and AMA 2016 CPT Professional Edition Package, 1e 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)) 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) Business Turnaround Blueprint: Take Back Control of Your Business and Turnaround Any Area of Poor Performance (A Business Book for the Hard-Working Business Owner) Polishing the Mirror: How to Live from Your Spiritual Heart Stone grinding & polishing;: Make your own gems, (Little craft book series)

[Contact Us](#)

[DMCA](#)

[Privacy](#)

[FAQ & Help](#)