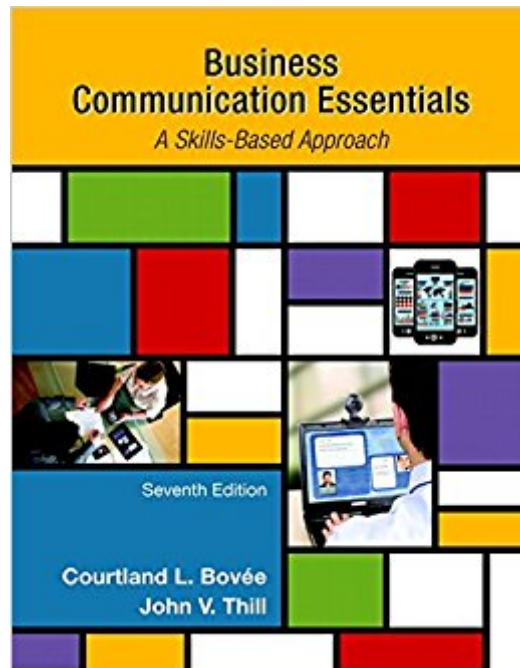




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Customer Reviews

This book was for use in my business communications course. It seems to be very informative, unbiased, and simple to understand and follow. If you've ever looked at improving your business communications skills or improving your leadership capabilities, this book will definitely set you on the right track.

This is a useful text, with good information that is well presented;however, the kindle version is restricted from being used in the kindle cloud reader. For a student who uses multiple computer lab stations, this is almost a deal breaker. Most lab stations do not allow installation of any third part software, which is the only way to use the book on a computer. It is available on most tablets that can download the kindle app, but these are not always ideal for reading some of the small text. The kindle version will be worthy of a 5 star rating when it becomes available on the kindle cloud reader app.

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This book is very easy to read and understand. I'd recommend this book to anyone looking to improve their communication skills. I just took a class that required this book and we discussed it should be a required course with this book. Nothing in the book was new information but that isn't a bad thing. It made things very simple and easy to understand and provided a lot of examples throughout the book.

A+

Very Helpful if you suffer in writing messages or emails, focused, easy to read, lots of great examples. Will have you writing great memos, letters, and emails in no time.

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