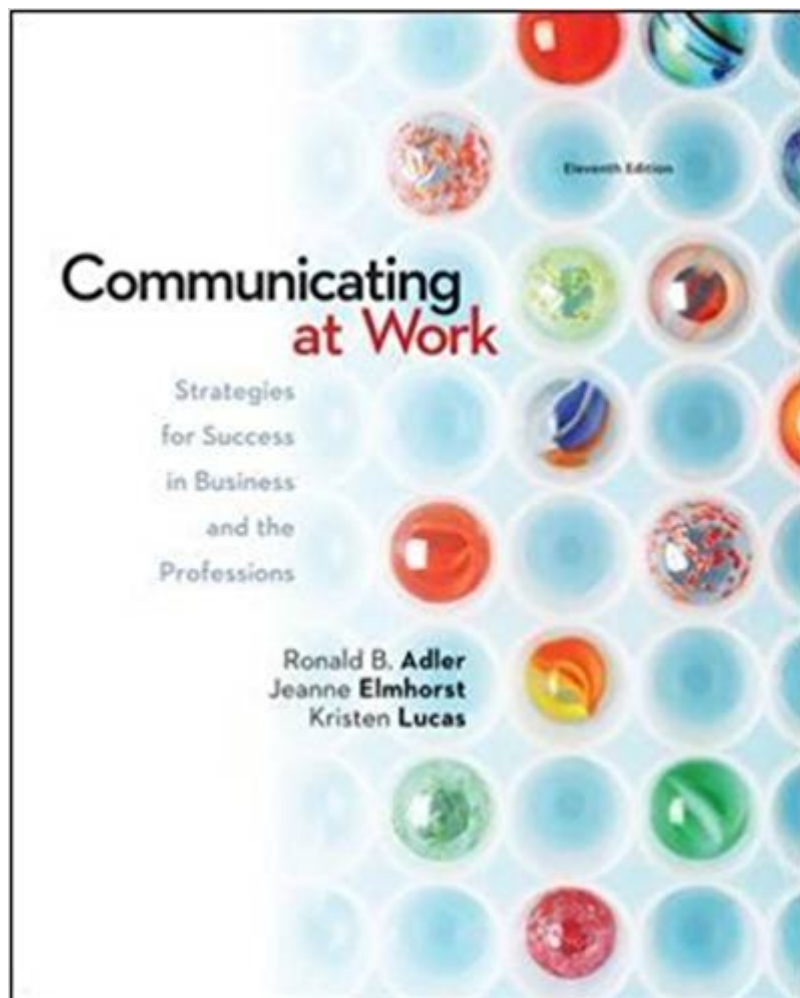




The book was found

Communicating At Work: Strategies For Success In Business And The Professions (Communication)



Synopsis

The 11th edition of *Communicating at Work* enhances the strategic approach, real-world practicality, and reader-friendly voice that have made this text the market leader for three decades. On every page, students learn how to communicate in ways that enhance their own career success and help their organization operate effectively. This edition retains the hallmark features that have been praised by faculty and students--a strong emphasis on ethical communication and cultural diversity, discussions of evolving communication technologies, and self-assessment tools--while incorporating important updates and ground-breaking digital teaching and learning tools to help students better connect to the course material and apply it to real world business situations.

Book Information

Series: Communication

Paperback: 480 pages

Publisher: McGraw-Hill Education; 11 edition (September 26, 2012)

Language: English

ISBN-10: 0078036801

ISBN-13: 978-0078036804

Product Dimensions: 8 x 0.7 x 10 inches

Shipping Weight: 1.8 pounds (View shipping rates and policies)

Average Customer Review: 4.0 out of 5 stars 85 customer reviews

Best Sellers Rank: #1,980 in Books (See Top 100 in Books) #2 in [Books > Textbooks >](#)

[Business & Finance > Business Communication](#) #10 in [Books > Business & Money > Skills > Communications](#)

Customer Reviews

Ronald B. Adler is professor emeritus at Santa Barbara City College. Throughout his career, he has specialized in the study of organizational and interpersonal communication. He is the author of *Confidence in Communication: A Guide to Assertive and Social Skills* and coauthor of *Understanding Human Communication*, *Interplay: The Process of Interpersonal Communication* as well as the widely used text *Looking Out/Looking In*. Professor Adler is a consultant for a number of corporate, professional, and government clients and leads workshops in such areas as conflict resolution, presentational speaking, team building, and interviewing.

Jeanne Marquardt Elmhorst is an instructor in communication studies at Central New Mexico Community College in Albuquerque, New Mexico. Her courses reflect the variety in the communication

The book is usable for it's content but has water damage to the front and back. Definitely has been used and has one semester left in it.

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

Communicating at Work: Strategies for Success in Business and the Professions (Communication)
Innovative Teaching Strategies In Nursing And Related Health Professions (Bradshaw, Innovative
Teaching Strategies in Nursing and Related Health Professions) Communicating at Work: Principles
and Practices for Business and the Professions ESL Business English: The essential guide to
Business English Communication (Business English, Business communication, Business English
guide) Communicating for Results: A Guide for Business and the Professions Stedman's Medical
Dictionary for the Health Professions and Nursing, Illustrated (Stedman's Medical Dictionary for the
Health Professions & Nursing) Pathology for the Health Professions, 4e (Pathology for Health
Related Professions) Saunders 2016-2017 Strategies for Test Success: Passing Nursing School
and the NCLEX Exam, 4e (Saunders Strategies for Success for the Nclex Examination) 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) Communication
and Communication Disorders: A Clinical Introduction (4th Edition) (Allyn & Bacon Communication
Sciences and Disorders) Communication, Media, and Identity: A Christian Theory of Communication
(Communication, Culture, and Religion) Communicating in Groups: Applications and Skills
(Communication) Communicating for a Change: Seven Keys to Irresistible Communication (North
Point Resources) Communicating for a Change: Seven Keys to Irresistible Communication
Successful Business Plan: Secrets & Strategies (Successful Business Plan Secrets and Strategies)
Emotional Intelligence: How to Increase EQ, Interpersonal Skills, Communication Skills and Achieve
Success (emotional intelligence, emotions, how to read ... problem solving, communication Book 3)
Business Woman: Success Habits of Modern Business Women & Home Careers for Work Life
Balance 4 Essential Keys to Effective Communication in Love, Life, Work--Anywhere!: Including the
"12-Day Communication Challenge!" A Guide to MAKING IT in Real Estate: A SUCCESS GUIDE
for real estate lenders, real estate agents and those who would like to learn about the professions.
Innovative Teaching Strategies In Nursing And Related Health Professions

[Contact Us](#)

[DMCA](#)

[Privacy](#)

[FAQ & Help](#)