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Summary For over 25 years, this outstanding text, synonymous with dependability and excellence, has helped students develop the skills they need to communicate successfully in the business environment.

Effective Business Communications 7th edition ...

Effective Communication 2 Communication is giving, receiving or exchanging ideas, data, information, signals or messages through appropriate media, enabling individuals or groups to persuade, to seek information, to

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give information or to express emotions.
Communication is usually a two-way process.

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