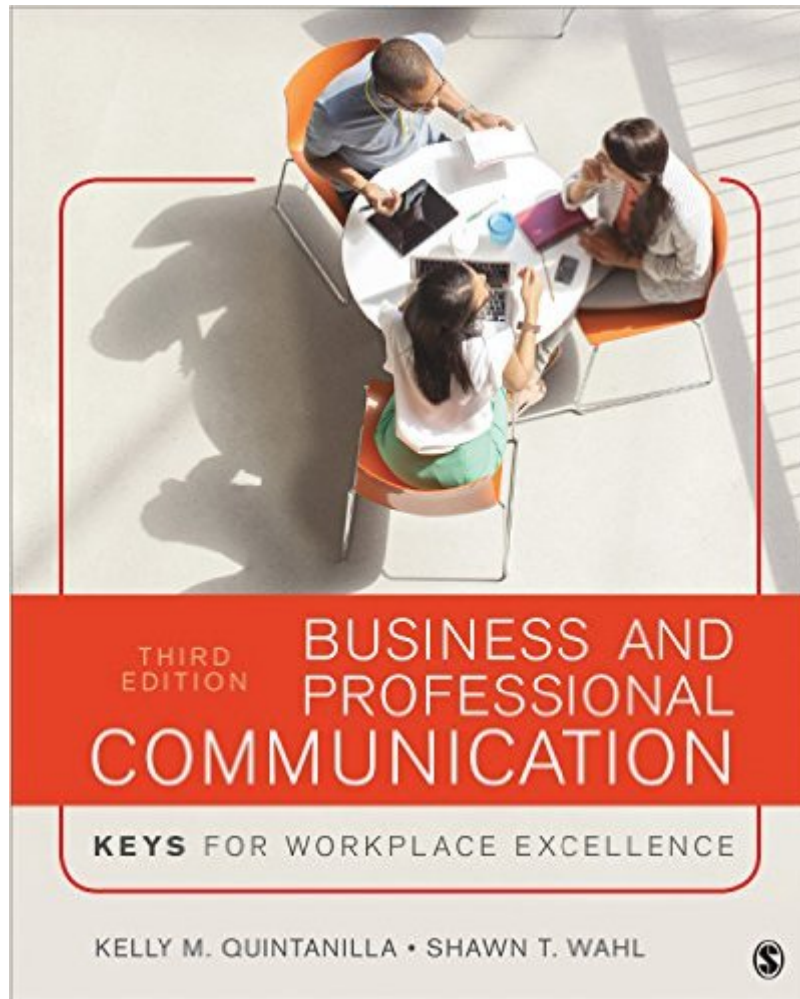


The book was found

# Business And Professional Communication: KEYS For Workplace Excellence



## Synopsis

Professional success requires excellent communication skills. Organized around the transition from student to professional life, *Business and Professional Communication*, Third Edition gives readers the tools they need to move from interview candidate to team member to leader. Kelly M. Quintanilla and Shawn T. Wahl help students understand the role communication plays when successfully handling situations like job interviewing, providing feedback to supervisors, and working in teams. The fully updated Third Edition includes expanded coverage of making competent choices in new communication channels, increased emphasis on skill building for business writing and presentations, and the effective use of visual aids.

## Book Information

Paperback: 408 pages

Publisher: SAGE Publications, Inc; 3 edition (January 29, 2016)

Language: English

ISBN-10: 1506315526

ISBN-13: 978-1506315522

Product Dimensions: 7.9 x 0.8 x 9.9 inches

Shipping Weight: 12.6 ounces (View shipping rates and policies)

Average Customer Review: 4.4 out of 5 stars See all reviews (12 customer reviews)

Best Sellers Rank: #70,402 in Books (See Top 100 in Books) #85 in Books > Textbooks > Business & Finance > Business Communication #157 in Books > Textbooks > Communication & Journalism > Communications #267 in Books > Reference > Words, Language & Grammar > Communication

## Customer Reviews

While my course required the newest edition, my teacher did not mind which edition we used. Chapter are different, but it's all the same information. The newer addition goes in-depth on some topics but you're really not missing out much. It is a great book to use as reference for the rest of your life.

This book was very helpful for my Principles of Finance class.

This was a great book to read to establish excellent relationships and environments in the workplace. I would recommend this material to supervisors and managers that are in charge of

employees.

GREAAAAAAT!!!!!!!!!! I'm enjoying them. I will always come to you Guy's first to see if you have the books. THANKS

Perfect and easy to use. Very helpful in my class and can carry it in my pocket wherever I go now!

The book was in great shape!!!

Very good book and on time!

Was a required text

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

Business and Professional Communication: KEYS for Workplace Excellence Visual  
Workplace/Visual Thinking: Creating Enterprise Excellence through the Technologies of the Visual  
Workplace Communication Skills: 101 Tips for Effective Communication Skills (Communication  
Skills, Master Your Communication, Talk To Anyone With Confidence, Leadership, Social Skills)  
Smart Policies for Workplace Technologies: Email, Blogs, Cell Phones & More (Smart Policies for  
Workplace Technology) The Future of Excellence in Public Relations and Communication  
Management: Challenges for the Next Generation (Routledge Communication Series) Business  
Plan: Business Tips How to Start Your Own Business, Make Business Plan and Manage Money  
(business tools, business concepts, financial freedom, ... making money, business planning Book 1)  
Communication and Communication Disorders: A Clinical Introduction (4th Edition) (Allyn & Bacon  
Communication Sciences and Disorders) Service Learning in Technical and Professional  
Communication (Part of the Allyn & Bacon Series in Technical Communication) Communication at  
the Workplace: How to Interact More Effectively with Your Coworkers, Your Key to Success  
Excellence in Business Communication (12th Edition) The Five Keys to Mindful Communication:  
Using Deep Listening and Mindful Speech to Strengthen Relationships, Heal Conflicts, and  
Accomplish Your Goals The Essential Workplace Conflict Handbook: A Quick and Handy Resource  
for Any Manager, Team Leader, HR Professional, Or Anyone Who Wants to Resolve Disputes and  
Increase Productivity Communicating for a Change: Seven Keys to Irresistible Communication  
(North Point Resources) Communicating for a Change: Seven Keys to Irresistible Communication  
W21PR - Standard of Excellence Book 1 Drums and Mallet Percussion - Book Only (Standard of

Excellence Comprehensive Band Method) The 12 Principles of Manufacturing Excellence: A Lean Leader's Guide to Achieving and Sustaining Excellence, Second Edition The Cleveland Clinic Way: Lessons in Excellence from One of the World's Leading Health Care Organizations: Lessons in Excellence from One of the World's ... Care Organizations VIDEO ENHANCED EBOOK W21CL - Standard of Excellence Book 1 Clarinet - Book Only (Standard of Excellence Comprehensive Band Method) W22PR - Standard of Excellence Original Book 2 Drums & Mallet Percussion (Standard of Excellence - Comprehensive Band Method) W21HF - Standard of Excellence Book 1 - French Horn (Standard of Excellence Comprehensive Band Method)

[Dmca](#)