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# Writing Effective Letters Memos And E Mails A Business Success Guide

**Payal Mehra**



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**Business Communication for Managers** Payal Mehra, 2011 Business Communication for Managers is a student-friendly, practical, and example-driven book that gives students a thorough knowledge of business communication, covering all the major communication topics included in MBA syllabi across the country. The book teaches students how to communicate effectively and efficiently with the help of chapters on communication theories, numerous exhibits, anecdotes, extensive role plays, hundreds of end-of-chapter questions, etc. The lucid language and the easy-to-follow structure of the book make this an invaluable resource for the MBA student.

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Communicating Professionally, Third Edition Catherine Sheldrick Ross, Kirsti Nilsen, 2013-07-17 An updated and expanded version of the training guide Booklist called one of the most valuable professional publications to come off the presses in a long time, the new third edition of Communicating Professionally is completely revised with new sections outlining the opportunities offered by contemporary communication media. With more resource information on cross-cultural communication, including new applications of communication principles and the latest research-based material on communication in general, this comprehensive manual covers fundamental skills such as listening, speaking, and writing. Reading others' nonverbal behavior. How to integrate skills with tips for practicing. Sense-making: a theory of information as communication. Common interactions like speaking one-on-one, working in groups, and giving presentations. Training others in communication skills, including a special section on technology-based training.

**Writing Effective Letters and Memos** Arthur H. Bell, Cherie Kester, 1991 This volume stresses the value of mastering basic written communications skills as a business tool. It shows how to get the message across clearly, directly, and persuasively.

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**American Book Publishing Record**, 2005

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*Subject Guide to Books in Print*, 2001

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