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Listening, working in teams, understanding nonverbal communication are also covered and a handy appendix includes grammar & usage fundamentals. For readers in all levels of business interested in improving their communications skills and corporate business communication trainers. 2.

Business Communication Books for College,University ...

Table of Contents for Business communication : building critical skills / Kitty O. Locker, Stephen Kyo Kaczmarek, available from the Library of Congress.

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