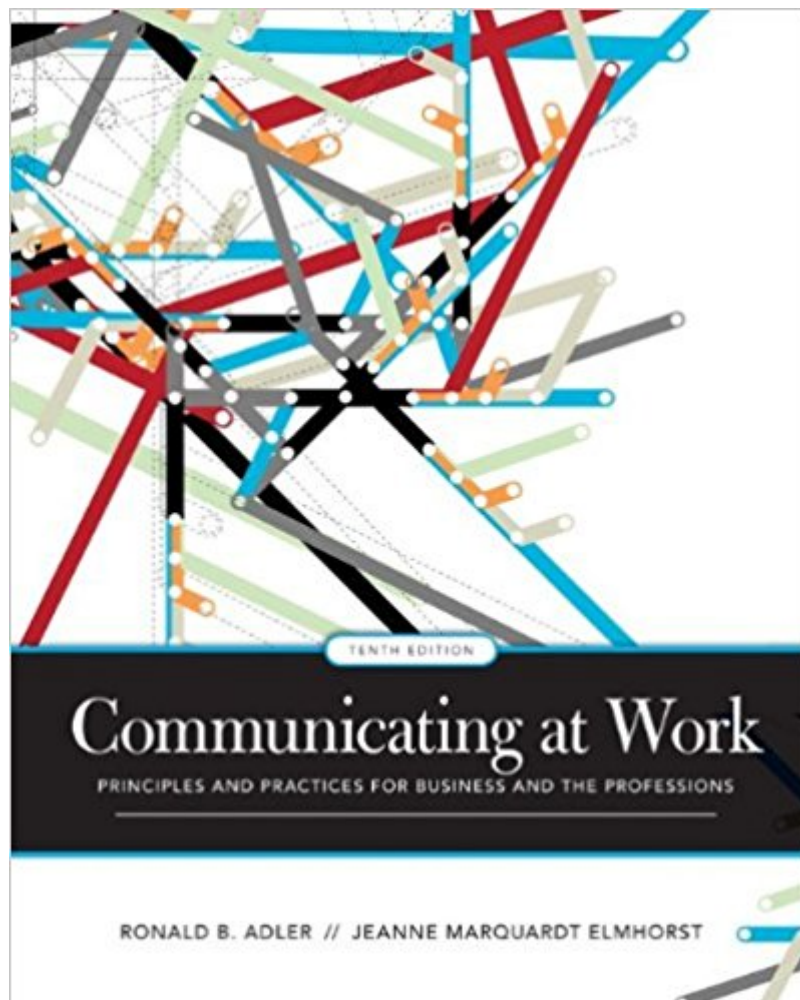




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Communicating At Work: Principles And Practices For Business And The Professions



Synopsis

As the leading text in its field, *Communicating at Work* takes a pragmatic approach that applies scholarly principles to real world business situations. Strong multicultural focus, emphasis on working in teams, and thorough coverage of presentational speaking continue to be hallmark features. The tenth edition features a more streamlined organization, new Technology Tip boxes, new Case Study sidebars, updated coverage of intercultural communication, new communication networks, and more.

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Customer Reviews

Ronald B. Adler is Associate Professor of Communication at Santa Barbara City College, where he specializes in 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*. He 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 has been involved in communication studies for over 15 years. She received her master's degree from the University of Wisconsin-Stevens Point, then traveled and taught in Asia for three years, sparking her interest in intercultural communication. She has taught at the University of Albuquerque and the University of New Mexico. She is currently an instructor at Albuquerque TVI Community College, where her courses reflect the variety in the communication discipline: business and professional,

organizational, listening, gender, intercultural, and interpersonal. Jeanne also provides training for business and government clients.

this was another of those books that i had to get for college class.i wish i had had this previously, when i was on the command staff. but i did not so i copied the others and that was not so great.that said, if you want to advance your career, and show yourself as a rising star for any company, you need to learn the skill sets in this text and apply them in every aspect of your business lifethere is a story, i think out of either central southwest asia, or west india, where a communications problem caused a near riot. the man in his interview on NPR, said that he caught the problem only in the body language of the man he was speaking with (before the riot). the problem was the native citizen spoke queens english, the man interviewed spoke american english...the words did not mean the same thing and the culture influenced the queens english greatly. i remember him saying that his public speaking alerted him to the problem, as he was a motivational speaker.this book deals with all that stuff, as well and presenting yourself as a public speaker/teacher in domestic and foreign audiencesi would recommend this book, and do learn the skills there in

My husband got this for school and it is an okay text book. We bought it used and were floored at what the original price was! There's no way we'd pay the original asking price for this book. Go used!

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I used this book for my business speech and communications class. The textbook was easy to follow and provided great examples.

This book is not bad. While there is nothing very exciting to me in a book like this, it does have some interesting information regarding interpersonal relationships, race relations, human behavioral patterns, etc. I gave it four stars because it accomplishes what it set out to do (and I'm feeling generous).

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