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The Journal of Business Education ,1980 Forthcoming Books Rose Arny, 2001-06 Vocational-technical Learning Materials Bruce Reinhart, 1974 The Business Student's Guide to Study and Employability Peter Morgan, 2020-11-18 Written in response to the pressures on universities to produce highly skilled and work ready graduates and intended to map across a three year business course this book covers essential skills from study presentation and leadership to practical advice on securing that all important job after university A number of hands on learning aids feature throughout including Skills self assessment tables For You to Do Integration and Application Interview questions This second edition has been thoroughly updated and is complemented by a companion website featuring a range of tools and resources for lecturers and students including an Instructor's Manual and PowerPoint slides answers and guidance on skills assessment tasks templates and examples to download as well as additional online chapters on topics such as testing assessment and alternative options for graduates Suitable for all students taking a business degree **Essentials of Business Communication. 9th Ed** Mary Ellen Guffey, Canadian Books in Print ,1975 **Business Communication Today** Courtland L. Bovée, John V. Thill, 2005 A book that addresses the need for skills building in today s competitive business environment Business Communication Todayhas been completely revised and reworked to provide the most cutting edge information available on the market Combining a solid foundation of communication fundamentals with practical advice and insights readers will be effectively prepared for the challenges they ll face when entering the job market Thorough coverage

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