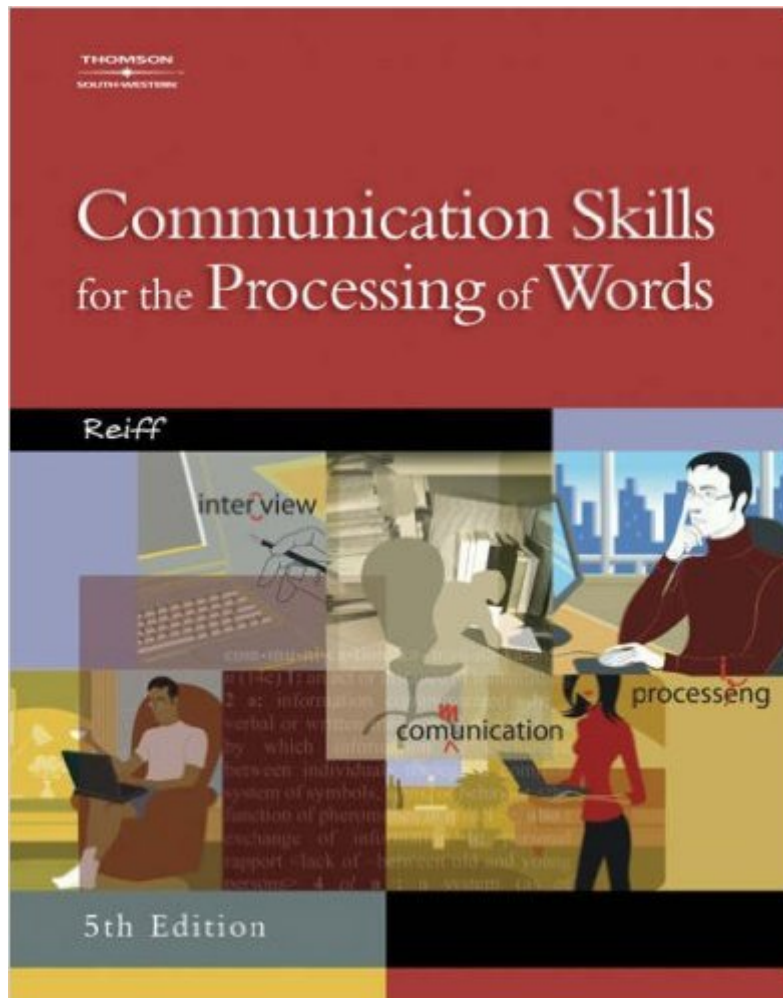


The book was found

Txt W/CD Comm Skls/Process Wrđ



Synopsis

This text is designed to help students become more effective communicators. Students will master using correct grammar, punctuation, capitalization, and proofreading skills as they format business documents. These basic communication skills are necessary in order to qualify for entry-level jobs and assist students in their continuing journey up the career ladder. The text-workbook may be used in any type of classroom environment in which words are processed. For the post-secondary markets the text is packaged with a student CD. This student CD provides files for On the Alert, Document 2; Proof of Mastery, Documents 3 and 4; and the Achievement Reviews.

Book Information

Spiral-bound: 240 pages

Publisher: Cengage Learning; 5th edition (August 1, 2004)

Language: English

ISBN-10: 0538439556

ISBN-13: 978-0538439558

Product Dimensions: 22.2 x 26.7 x 22.2 inches

Shipping Weight: 1.2 pounds

Average Customer Review: 5.0 out of 5 starsÂ Â See all reviewsÂ (1 customer review)

Best Sellers Rank: #1,331,962 in Books (See Top 100 in Books) #108 inÂ Books > Business & Money > Processes & Infrastructure > Office Equipment & Supplies #929 inÂ Books > Textbooks > Business & Finance > Business Communication #5033 inÂ Books > Business & Money > Skills > Communications

Customer Reviews

A+

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

Txt W/CD Comm Skls/Process Wrd MR. ROBOT: Red Wheelbarrow: (eps1.91_redwheelbarr0w.txt)
Measuring the Software Process: Statistical Process Control for Software Process Improvement
Jacksonville’s Architectural Heritage (Jacksonville Historic Landmarks Comm) The Mansion
on the Hill: Dylan, Young, Geffen, and Springsteen and the Head-on Collision of Rock and Comm
erce Confluence, Tech Comm, Chocolate: A Wiki as Platform Extraordinaire for Technical
Communication Pharmacology and the Nursing Process, 7e (Lilley, Pharmacology and the Nursing
Process) Business Process Management Design Guide: Using IBM Business Process Manager

Chuck Close Prints: Process and Collaboration Residential Landscape Architecture: Design
Process for the Private Residence (6th Edition) The Process of Creating Life: Nature of Order, Book
2: An Essay on the Art of Building and the Nature of the Universe (The Nature of Order)(Flexible)
The Inspired Landscape: Twenty-One Leading Landscape Architects Explore the Creative Process
Real Estate Development: Principles and Process The Creative Process Illustrated: How
Advertising's Big Ideas Are Born Designing Logos: The Process of Creating Symbols That Endure
In Progress: See Inside a Lettering Artist's Sketchbook and Process, from Pencil to Vector Guide to
Fashion Entrepreneurship: The Plan, the Product, the Process Adventures in Singing: A Process for
Exploring, Discovering, and Developing Vocal Potential The Production Notebooks: Theatre in
Process, Volume One Photographic Possibilities: The Expressive Use of Equipment, Ideas,
Materials, and Processes (Alternative Process Photography)

[Dmca](#)