



Communicating at Work: Principles and Practices for Business and the Professions

Ronald B. Adler, Jeanne Marquardt Elmhorst

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The leading text in business communication, *Communicating at Work* takes a pragmatic approach that features a strong multicultural focus, a heavy emphasis on effective presentations, and a pedagogical program designed to encourage group activities and skill building. Its combination of clear writing and effective use of tables makes this text an excellent teaching tool. The ninth edition provides coverage of new pedagogy, key new topics and an expansion of other important concepts including sources of on-the-job conflict, how to use informational interviews for career advancement, and stages in group problem-solving.

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