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Courtland L. Bovee, John V. Thill. Published 2003. Computer Science. PART 1: BUSINESS COMMUNICATION FOUNDATIONS Chapter 1. Understanding Business Communication in Today's Workplace Chapter 2. Mastering Team Skills and Interpersonal Communication PART 2: THE THREE-STEP WRITING PROCESS Chapter 3. Planning Business Messages Chapter 4.

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Courtland L. Bovée, John V. Thill. McGraw-Hill, 1992 - Business communication - 659 pages. 0 Reviews. A book that addresses the need for skills-building in today's

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