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Contemporary Business English Scot Ober, Ball State University Chapter Outlines Spelling Spelling Doubling the Final Consonant Final Silent -e Final -y ei and ie Words Prefixes Words Ending in -able and -ible Words Ending in -ant/-ent and -ance/-ence Words Ending in -ize/-ise/-yze

Fundamentals of Contemporary Business Communication

Yahoo! Business and Economy Provides links to a wide variety of business sources (including company information) on the Internet; similar to browsing the bookshelves in the library. The BizTech Network This is a business and technology portal and global communication network.

Fundamentals of Contemporary Business Communication

Push your learning experience beyond the classroom with the Fundamentals of Business Communication 2012 companion website.

Fundamentals of Business Communication | Student Site

Business communication: in person, online, in PRINT, 9E offers a realistic approach to communication in today's organizations. Building on core written and oral communication skills, the ninth edition helps readers make sound medium choices and provides guidelines and examples for the many ways people communicate at work.

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