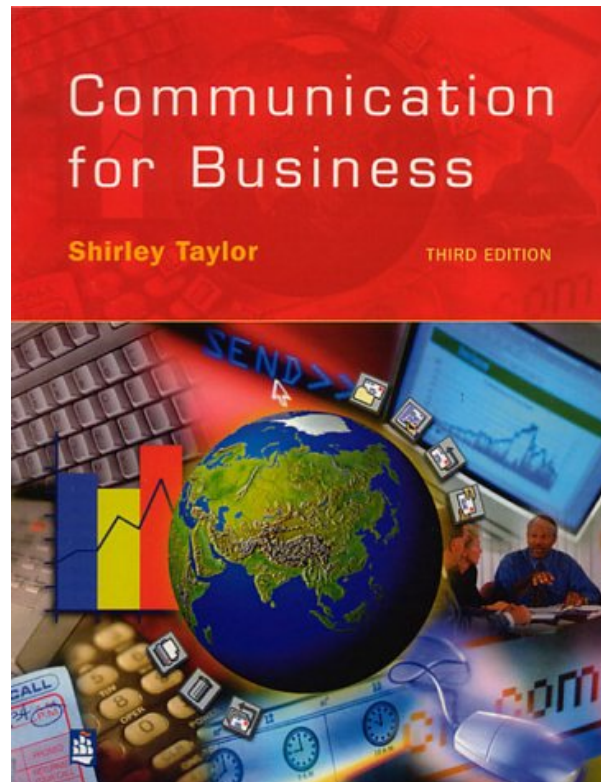


# COMMUNICATION FOR BUSINESS BY SHIRLEY TAYLOR



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# Communication for Business

**Shirley Taylor**

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## Review

Reviewers of this text have praised the way it approaches the subject matter: "A good example of effective communication in its own right." "Very easy to read and understand." "Exercises closely reflect the style followed in examinations." "Good use of examples throughout." "The language grading is appropriate and exercises/assignments are very interesting and realistic." "The assignments given are from an easy to difficult pace. Students' momentum can gradually be built up to handle more difficult tasks."

## From the Back Cover

Communication is probably the most critical skill we need in today's fast-paced business world. Shirley's tips and techniques are excellent models to follow for successful and effective communication. Well done on a great fourth edition. Vanessa Yuen, Senior HR Executive (Training and Development), Chevron Oronite Pte Ltd, Singapore

Looking for an all-in-one package containing all the techniques, guidelines and examples needed to ensure effective oral and written communication skills throughout your career? Look no further. Shirley Taylor's *Communication for Business*, 4th edition, addresses all aspects of business communication in clear and simple language. With its tried and tested successful formula, the book places emphasis on basic business writing and rules of good writing. Features include:

- Illustrations throughout add a fun, humorous element to reinforce key points
- Examples of all documents with annotation clarify the main points
- Checkpoints provide helpful suggestions for readers
- Weblinks guide readers to useful additional resources
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language

- Frequently confused words, commonly misspelled words and A-Z of alternative words help readers avoid common mistakes

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The third edition of Communication for Business will be helpful for anyone who is working or training in a professional, managerial, administrative or secretarial role which demands effective communication and Business English skills. This new edition is a comprehensive textbook, workbook and reference book. It aims to stimulate interest in the use of English so that it can be written accurately, clearly and concisely. Each self-contained unit contains all the theory, specimens, suggested layouts and explanations which aim to develop understanding and initiative. Units are organised flexibly so that users can choose an appropriate learning sequence.

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