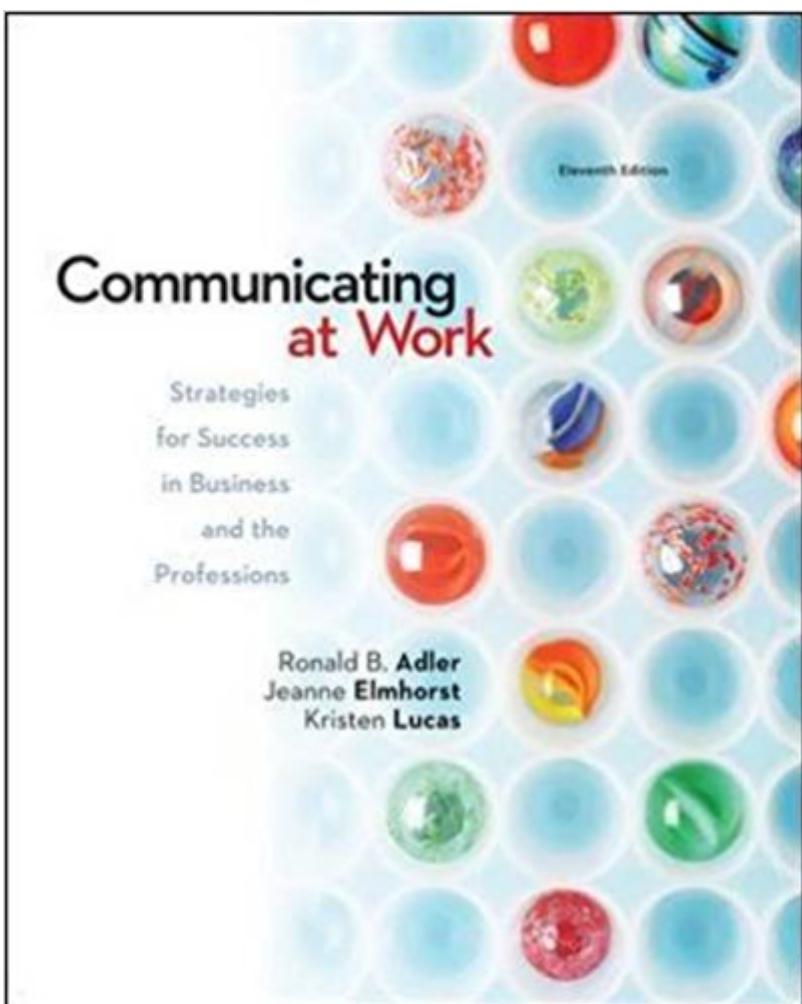


The book was found

# Communicating At Work: Strategies For Success In Business And The Professions (Communication)



## **Synopsis**

The 11th edition of Communicating at Work enhances the strategic approach, real-world practicality, and reader-friendly voice that have made this text the market leader for three decades. On every page, students learn how to communicate in ways that enhance their own career success and help their organization operate effectively. This edition retains the hallmark features that have been praised by faculty and students--a strong emphasis on ethical communication and cultural diversity, discussions of evolving communication technologies, and self-assessment tools--while incorporating important updates and ground-breaking digital teaching and learning tools to help students better connect to the course material and apply it to real world business situations.

## **Book Information**

Series: Communication

Paperback: 480 pages

Publisher: McGraw-Hill Education; 11 edition (September 26, 2012)

Language: English

ISBN-10: 0078036801

ISBN-13: 978-0078036804

Product Dimensions: 8 x 0.7 x 10 inches

Shipping Weight: 1.8 pounds (View shipping rates and policies)

Average Customer Review: 4.0 out of 5 stars 85 customer reviews

Best Sellers Rank: #1,980 in Books (See Top 100 in Books) #2 in Books > Textbooks > Business & Finance > Business Communication #10 in Books > Business & Money > Skills > Communications

## **Customer Reviews**

Ronald B. Adler is professor emeritus at Santa Barbara City College. Throughout his career, he has specialized in the study of organizational and interpersonal communication. He is the author of *Confidence in Communication: A Guide to Assertive and Social Skills* and coauthor of *Understanding Human Communication*, *Interplay: The Process of Interpersonal Communication* as well as the widely used text *Looking Out/Looking In*. Professor Adler is a consultant for a number of corporate, professional, and government clients and leads workshops in such areas as conflict resolution, presentational speaking, team building, and interviewing. Jeanne Marquardt Elmhorst is an instructor in communication studies at Central New Mexico Community College in Albuquerque, New Mexico. Her courses reflect the variety in the communication

discipline: business and professional, public speaking, listening, intercultural, and interpersonal. Jeanne lived and taught in Asia for three years and continues to find opportunities to travel, study, and volunteer in other countries. She enjoys providing training for business and not-for-profit clients. Kristen Lucas is an assistant professor in the Department of Management at University of Louisville, where she directs the business communication program. She teaches courses, conducts research, and facilitates management training sessions on organizational communication, workplace dignity, and careers. Her research has appeared in *Journal of Business Ethics*, *Management Communication Quarterly*, and *Journal of Applied Communication Research*.

Are you kidding me! I rented this book for a whole semester and after two months I am now being told the expiration date on my rental is up and I will have to rent it again. If this is true, then has lost my business. I am very upset at the underhanded dealing. Be careful renting this. I would never have spent this amount of money on a rental that expired before my semester was up when I could have bought the book for just a little bit more.

Purchased the Kindle version thought that i will have access through the semester at least Lost my subscription and access in the middle of the class access lasted only 2 months had to extend for additional two months and end up paying more than for a new book.MY advice LOOK for expiration date before purchase.

I'm renting the text. It's in pretty good shape. Definitely better than i expected.

Solid resource for college.

Awesome!

A+

Ok condition

The book is usable for it's content but has water damage to the front and back. Definitely has been used and has one semester left in it.

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

Communicating at Work: Strategies for Success in Business and the Professions (Communication) Innovative Teaching Strategies In Nursing And Related Health Professions (Bradshaw, Innovative Teaching Strategies in Nursing and Related Health Professions) Communicating at Work: Principles and Practices for Business and the Professions ESL Business English: The essential guide to Business English Communication (Business English, Business communication, Business English guide) Communicating for Results: A Guide for Business and the Professions Stedman's Medical Dictionary for the Health Professions and Nursing, Illustrated (Stedman's Medical Dictionary for the Health Professions & Nursing) Pathology for the Health Professions, 4e (Pathology for Health Related Professions) Saunders 2016-2017 Strategies for Test Success: Passing Nursing School and the NCLEX Exam, 4e (Saunders Strategies for Success for the Nclex Examination) Business For Kids: for beginners - How to teach Entrepreneurship to your Children - Small Business Ideas for Kids (How to Start a Business for Kids - Business for children - Kids business 101) Communication and Communication Disorders: A Clinical Introduction (4th Edition) (Allyn & Bacon Communication Sciences and Disorders) Communication, Media, and Identity: A Christian Theory of Communication (Communication, Culture, and Religion) Communicating in Groups: Applications and Skills (Communication) Communicating for a Change: Seven Keys to Irresistible Communication (North Point Resources) Communicating for a Change: Seven Keys to Irresistible Communication Successful Business Plan: Secrets & Strategies (Successful Business Plan Secrets and Strategies) Emotional Intelligence: How to Increase EQ, Interpersonal Skills, Communication Skills and Achieve Success (emotional intelligence, emotions, how to read ... problem solving, communication Book 3) Business Woman: Success Habits of Modern Business Women & Home Careers for Work Life Balance 4 Essential Keys to Effective Communication in Love, Life, Work--Anywhere!: Including the "12-Day Communication Challenge!" A Guide to MAKING IT in Real Estate: A SUCCESS GUIDE for real estate lenders, real estate agents and those who would like to learn about the professions. Innovative Teaching Strategies In Nursing And Related Health Professions

[Contact Us](#)

[DMCA](#)

[Privacy](#)

[FAQ & Help](#)