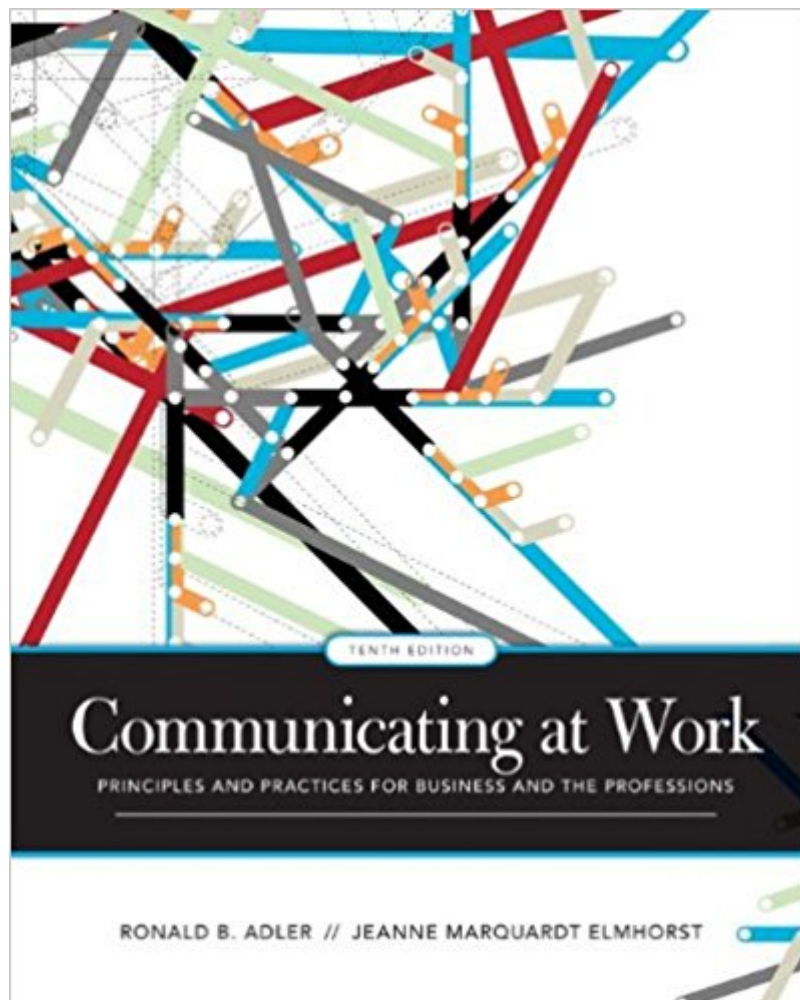


The book was found

# Communicating At Work: Principles And Practices For Business And The Professions



## Synopsis

As the leading text in its field, *Communicating at Work* takes a pragmatic approach that applies scholarly principles to real world business situations. Strong multicultural focus, emphasis on working in teams, and thorough coverage of presentational speaking continue to be hallmark features. The tenth edition features a more streamlined organization, new Technology Tip boxes, new Case Study sidebars, updated coverage of intercultural communication, new communication networks, and more.

## Book Information

Paperback: 544 pages

Publisher: McGraw-Hill Humanities/Social Sciences/Languages; 10 edition (September 18, 2009)

Language: English

ISBN-10: 0073385174

ISBN-13: 978-0073385174

Product Dimensions: 8 x 0.8 x 10 inches

Shipping Weight: 1.6 pounds

Average Customer Review: 4.3 out of 5 stars 56 customer reviews

Best Sellers Rank: #28,544 in Books (See Top 100 in Books) #42 in [Books > Textbooks > Communication & Journalism > Speech](#) #59 in [Books > Reference > Words, Language & Grammar > Speech](#) #69 in [Books > Textbooks > Business & Finance > Business Communication](#)

## Customer Reviews

Ronald B. Adler is Associate Professor of Communication at Santa Barbara City College, where he specializes in 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*. He 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 has been involved in communication studies for over 15 years. She received her master's degree from the University of Wisconsin-Stevens Point, then traveled and taught in Asia for three years, sparking her interest in intercultural communication. She has taught at the University of Albuquerque and the University of New Mexico. She is currently an instructor at Albuquerque TVI Community College, where her courses reflect the variety in the communication discipline: business and professional,

organizational, listening, gender, intercultural, and interpersonal. Jeanne also provides training for business and government clients.

this was another of those books that i had to get for college class.i wish i had had this previously, when i was on the command staff. but i did not so i copied the others and that was not so great.that said, if you want to advance your career, and show yourself as a rising star for any company, you need to learn the skill sets in this text and apply them in every aspect of your business lifethere is a story, i think out of either central southwest asia, or west india, where a communications problem caused a near riot. the man in his interview on NPR, said that he caught the problem only in the body language of the man he was speaking with (before the riot). the problem was the native citizen spoke queens english, the man interviewed spoke american english...the words did not mean the same thing and the culture influenced the queens english greatly. i remember him saying that his public speaking alerted him to the problem, as he was a motivational speaker.this book deals with all that stuff, as well and presenting yourself as a public speaker/teacher in domestic and foreign audiencesi would recommend this book, and do learn the skills there in

My husband got this for school and it is an okay text book. We bought it used and were floored at what the original price was! There's no way we'd pay the original asking price for this book. Go used!

This the third electronic version of a textbook that I have encountered that is advertised and sold as a kindle book, that we cannot read on a kindle. Very poor form, . And to the publishers: the more sleight of hand tricks that you continue to use in your desperate attempts at perpetuating your ridiculous pricing models and control of content, at the expense of students, the further you alienate an educated, technically savvy group of consumers. It angers me that presents this title as a kindle title, when in fact, it is still not accessible from either kindle version. Tactics like this only prolong the inevitable knowledge vs control conflict. Additionally, when I purchase a print version, I would expect some sort of credit, exchange, discount, or other link to electronic versions by the publisher, and vice versa.

This rental was the best thing I ever did with Kindle. It was so convenient because I was in a hurry to get the book before class started ,so with the Kindle electronic delivery, It was a breeze. Even though there were way better used prices, I would have to wait for delivery and that would take too

long in my particular circumstance. The best invention in the world is Kindle Texbooks and textbook rental

I needed the book for class. Not sure if rating it is fair. It was mandatory learning. Condition Good.

I used this book for my business speech and communications class. The textbook was easy to follow and provided great examples.

This book is not bad. While there is nothing very exciting to me in a book like this, it does have some interesting information regarding interpersonal relationships, race relations, human behavioral patterns, etc. I gave it four stars because it accomplishes what it set out to do (and I'm feeling generous).

Love to order on , they have the best products, prices, and products.

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

Communicating at Work: Principles and Practices for Business and the Professions  
Communicating at Work: Strategies for Success in Business and the Professions (Communication)  
Communicating for Results: A Guide for Business and the Professions  
Innovative Teaching Strategies In Nursing And Related Health Professions (Bradshaw, Innovative Teaching Strategies in Nursing and Related Health 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)  
Communicating in Small Groups: Principles and Practices (11th Edition)  
Florida Real Estate Principles, Practices & Law (Florida Real Estate Principles, Practices and Law)  
Florida Real Estate Principles, Practices and Law, 33rd Edition (Florida Real Estate Principles, Practices & Law)  
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)  
ESL Business English: The essential guide to Business English Communication (Business English, Business communication, Business English guide)  
Meaning in Suffering: Caring Practices in the Health Professions (Interpretive Studies in Healthcare and the Human Sciences)  
Business Plans that Work: A Guide for Small Business 2/E (Business Skills and Development)  
The Future of the Professions: How Technology Will Transform the Work of Human Experts  
Kiss, Bow, or Shake Hands, Sales and Marketing: The Essential Cultural Guide  
•From Presentations and Promotions to Communicating and Closing (Business

Skills and Development) Business Statistics: Communicating with Numbers (Irwin Statistics)  
Business Turnaround Blueprint: Take Back Control of Your Business and Turnaround Any Area of  
Poor Performance (A Business Book for the Hard-Working Business Owner) Business Law:  
Principles and Practices, 7th Edition Cengage Advantage Books: Business Law: Principles and  
Practices The Green to Gold Business Playbook: How to Implement Sustainability Practices for  
Bottom-Line Results in Every Business Function

[Contact Us](#)

[DMCA](#)

[Privacy](#)

[FAQ & Help](#)