## **About this Resource**

This books provides a comprehensive, integrated approach to the study and application of written and oral business communication to serve both student and professor. The text includes a number of features such as learning objectives, exercises, real world examples, key terms, and post-chapter assessments. This text is adapted from Business Communication for Success. This 2018 adaptation has significantly reduced the size and scope of the original publication and added Canadian examples. This open textbook is designed in 12 chapters featuring a spectrum of current and relevant Canadian business communication topics.







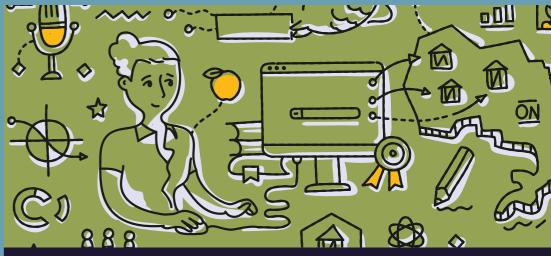


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Communication

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