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## **Business Communication, Building Critical Skills by CTI ...**

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Listening, working in teams, understanding nonverbal communication are also covered and a handy appendix includes grammar & usage fundamentals. For readers in all levels of business interested in improving their communications skills and corporate business communication trainers. 2.

## **Business Communication Books for College,University ...**

Table of Contents for Business communication : building critical skills / Kitty O. Locker, Stephen Kyo Kaczmarek, available from the Library of Congress.

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