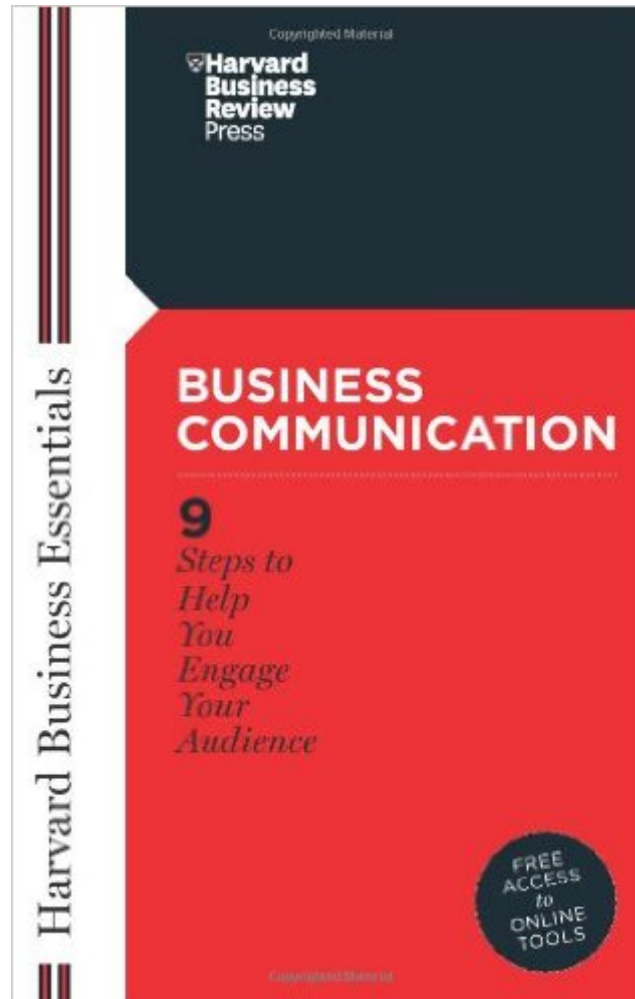


The book was found

Business Communication (Harvard Business Essentials)



Synopsis

With advice and tools for improving a wide array of communication skills--from delivering an effective presentation to drafting proposals to the effective use of e-mail--Business Communication helps managers deliver information effectively.

Book Information

Series: Harvard Business Essentials

Paperback: 176 pages

Publisher: Harvard Business Review Press (July 1, 2003)

Language: English

ISBN-10: 159139113X

ISBN-13: 978-1591391135

Product Dimensions: 6.1 x 0.5 x 9.3 inches

Shipping Weight: 7 ounces (View shipping rates and policies)

Average Customer Review: 4.2 out of 5 stars [See all reviews](#) (13 customer reviews)

Best Sellers Rank: #329,198 in Books (See Top 100 in Books) #145 in [Books > Business & Money > Business Culture > Etiquette](#) #262 in [Books > Textbooks > Business & Finance > Business Communication](#) #1490 in [Books > Business & Money > Skills > Communications](#)

Customer Reviews

Harvard Business Essentials The Reliable Source for Busy Managers The Harvard Business Essentials series is designed to provide comprehensive advice, personal coaching, background information, and guidance on the most relevant topics in business. Drawing on rich content from Harvard Business School Publishing and other sources, these concise guides are carefully crafted to provide a highly practical resource for readers with all levels of experience. To assure quality and accuracy, each volume is closely reviewed by a specialized content adviser from a world class business school. Whether you are a new manager interested in expanding your skills or an experienced executive looking for a personal resource, these solution-oriented books offer reliable answers at your fingertips.

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

Communication Skills: 101 Tips for Effective Communication Skills (Communication Skills, Master Your Communication, Talk To Anyone With Confidence, Leadership, Social Skills) Business Communication (Harvard Business Essentials) 65 Successful Harvard Business School Application

Essays, Second Edition: With Analysis by the Staff of The Harbus, the Harvard Business School
Newspaper The Harvard Business School Guide to Careers in the Nonprofit Sector (A Harvard
Business School Career Guide) Harvard Business Review on Pricing (Harvard Business Review
Paperback) Harvard Business Review on Work and Life Balance (Harvard Business Review
Paperback Series) The Harvard Dictionary of Music (Harvard University Press Reference Library)
The Harvard Medical School Guide to Men's Health: Lessons from the Harvard Men's Health
Studies (Well-Being Centre = Centre Du Mieux-Etre (Collection)) The Harvard Concise Dictionary of
Music and Musicians (Harvard University Press Reference Library) Communication and
Communication Disorders: A Clinical Introduction (4th Edition) (Allyn & Bacon Communication
Sciences and Disorders) Entrepreneur's Toolkit: Tools and Techniques to Launch and Grow Your
New Business (Harvard Business Essentials) Negotiation (Harvard Business Essentials Series) The
Best Business Schools' Admissions Secrets: A Former Harvard Business School Admissions Board
Member Reveals the Insider Keys to Getting In How to Write a Great Business Plan (Harvard
Business Review Classics) Business Plan: Business Tips How to Start Your Own Business, Make
Business Plan and Manage Money (business tools, business concepts, financial freedom, ... making
money, business planning Book 1) Business Communication Essentials (7th Edition)
Communication Mosaics: An Introduction to the Field of Communication Digital Speech: Coding for
Low Bit Rate Communication Systems (Wiley Series in Communication and Distributed Systems)
American Pragmatism and Communication Research (Routledge Communication Series) Service
Learning in Technical and Professional Communication (Part of the Allyn & Bacon Series in
Technical Communication)

[Dmca](#)