

Business Communication Process And Product



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She has taught at the University of Illinois, Santa Monica College and Los Angeles Pierce College. Now recognized as the world's leading business communication textbook author, Dr. Guffey is the founding author of three award-winning textbooks: BUSINESS COMMUNICATION: PROCESS AND PRODUCT, ESSENTIALS OF BUSINESS COMMUNICATION and BUSINESS ENGLISH.

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Chapter 3 Listening and Nonverbal Communication

BUSINESS COMMUNICATION: PROCESS AND PRODUCT, 8e, is designed to prepare students for success in today's digital workplace. The textbook presents the basics of communicating in the workplace, using social media in a professional environment, working in teams, becoming a good listener, and presenting individual and team presentations.

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