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on experience of business and professional situations It imparts the required communication and soft skills through group activities and peer group assessment essential for effective communication and personality development This ensures long term employability of students entering the professional domain and professionals striving for consistency and success in their jobs This is also an effective tool for students and teachers to use a communicative approach to business communication

Communication for Business and the Professions Patricia Hayes Andrews, John E. Baird, 1980 *Instructor's Manual with Tests for Business Communications* Michael E. Adelstein, 1983 *Effective Business Communication* Paul S. Burtness, Jack E. Hulbert, 1985 **Excellence in Business Communication** John Thill, 1995-11-01 **Instructor's Manual to Accompany Lesikar's Basic Business Communication** Raymond Vincent Lesikar, 1999 Effective Communication in Business Morris Philip Wolf, Shirley Kuiper, 1984

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