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Business Communication Today, 12e (Bovee/Thill) Chapter 1 Achieving Success Through Effective Business Communication 1) Communication is the process of A) transferring information and meaning. B) listening actively. C) writing messages. D) none of the above. Answer: A

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Business Communication Today, 12e (Bovee/Thill) Chapter 2 Mastering Team Skills and Interpersonal Communication 1) In participative management A) employees are involved in the company's decision making. B) all top-level managers participate in profit sharing. C) teams are discouraged in favor of individual achievement.

Business Communication Today, 12e (Bovee/Thill) Chapter 2 ...

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KEY BENEFIT: With its real-life examples and cases, and its lively, conversational writing style, Bovee/Thill/Mesacon brings concepts to life and prepares students for obtaining and pursuing satisfying business careers. KEY TOPICS: Bovee/Thill/Mesacon weaves a four-part pedagogical tool through out each chapter. It starts with Orient, which outlines what is going to be covered in the chapter and then connects these topics with a "role-model" business professional. Next is Explore, which looks at the skills that their "role-model" used in order to be successful. Third is Confirm, which revisits what they have learned in the chapter. And, finally, Apply allows students to use the skills they have learned in the chapter. MARKET: For introductory level business students.

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Critics of capitalism claim that it is unjust and immoral—never mind that it has advanced human prosperity far beyond anything imaginable just 200 years ago. Are the opponents of capitalism right? Is capitalism unjust and immoral? The dialogues of Solon and Tyro and the citizens of Threesville may have you changing your mind about the morality of capitalism by book's end.

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