

# BUSINESS COMMUNICATION

SKILLS Employers Are Looking For

### TAKE AIM

At Common Grammatical Mistakes

MOVING YOUR READER TO YES!

#### HAVE NO FEAR!

Public Speaking With Confidence

Make Employers Take Note:

# Using SOCIAL MEDIA

To Your Professional Advantage



POP QUIZ:

What's the best way to break bad news?

# **M Business Communication**

David Cotton, Martin Manser, Matt Avery, Di McLanachan



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