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Business and Professional Ethics - Leonard J. Brooks 2020-02-10

In the wake of ethical scandals and close ethical scrutiny throughout business and the accounting professional today, Brooks/Dunn's BUSINESS & PROFESSIONAL ETHICS, 9E provides the ethical insights and strategies you need for corporate and professional success. Learn why ethical behavior is so important and how to recognize potential pitfalls that involve much more than memorizing rules. You master the skills to develop a corporate culture of integrity that maintains stakeholder support and enables directors and auditors to complete their jobs. You also learn how to use ethical strategies to make decisions, as this edition examines the latest information on governance scandals, legal liability and professional accounting and auditing issues. More than 130 cases and readings highlight new and classic cases of fraud, bankruptcy and unprofessional practices to help you better understand appropriate codes of conduct and sound ethical reasoning while strengthening your persuasive and leadership skills for success. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

***Cornerstones of Managerial Accounting* - Maryanne M. Mowen 2010-06**

Discover the managerial accounting text written to complement the way you study and learn! CORNERSTONES OF MANAGERIAL ACCOUNTING, 3E, uses a unique framework to show you the key concepts, or "Cornerstones," of accounting. As you come to understand these fundamental calculations, you will develop critical problem-solving skills to make real business decisions.

Foundations in Strategic Management - Jeffrey S. Harrison 2013-01-01

Introduce the most important theories and views in strategic management today with this concise, yet fully complete, text. Harrison/St. John's FOUNDATIONS IN STRATEGIC MANAGEMENT, Sixth Edition, addresses the most recent changes in today's business environment, including many topics that other strategic

management texts often miss. The book thoroughly addresses the traditional economic process model and the resource-based model, as well as the stakeholder theory. This valuable text builds on a traditional theoretical foundation by using engaging examples from many of today's leading firms to demonstrate principles and applications. This edition continues to highlight strategizing in the global arena as well as more focused coverage of stakeholder management. This brief, well-rounded text functions as an indispensable resource for your immediate and long-term success in strategic management. Available with InfoTrac Student Collections <http://gocengage.com/infotrac>. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Understanding and Managing Diversity - Carol P. Harvey 2012

Written for courses in human resource management and organizational behaviour, this text combines varied readings, cases and exercises to prepare students to enter an increasingly broad workplace where diversity must be understood.

Unknown MIR Title - George A. MacLean 2020-02-28

The most current and clearly written introduction to politics with the perfect balance of international and Canadian examples and cases. Guiding students through the basics of political ideologies and institutions before moving on to more complex concepts, this text is a comprehensive yet accessible introduction to political studies. With an emphasis on Canadian content while maintaining a global perspective, students will learn how to tie theory to practice using case studies and current examples from Canada and around the world.

Realities of Canadian Nursing - 2013-03-01

This gold standard Canadian text prepares and inspires nursing students to become engaged with and respond to the latest and most vital professional, legal, ethical, political, social, economic, and environmental issues affecting Canadian nurses. The chapters, by the most influential scholars throughout Canada, explore a broad range of current issues including but not limited to the Canadian health care system, the nursing shortage, professional organizations, nursing research, nursing education, workplace realities, and societal challenges such as nursing in First Nations communities. As a unique emphasis, the authors fundamentally believe students who understand nursing issues are in the best position to make significant contributions to their resolution. In that vein, the authors critically analyze the tensions and contradictions that exist between nurses' legislated authority to self-regulate and the changing nature and realities of nurses' work while inspiring more nurses to influence decision making in professional associations, collective bargaining units, government, and workplace. *Realities of Canadian Nursing: Professional, Practice, and Power Issues* by Marjorie McIntyre and Elizabeth Thomlinson does more than provide an outline of nursing issues. This gold standard Canadian text prepares and inspires nursing students to become engaged with and respond to the latest and most vital professional, legal, ethical, political, social, economic, and environmental issues affecting Canadian nurses. The chapters, influenced by the most influential scholars throughout Canada, explore a broad range of current issues including but not limited to the Canadian health care system, the nursing shortage, professional organizations, nursing research, nursing education, workplace realities, and

societal challenges such as nursing in First Nations communities. As a unique emphasis, the authors fundamentally believe students who understand nursing issues are in the best position to make significant contributions to their resolution. In that vein, the authors critically analyze the tensions and contradictions that exist between nurses' legislated authority to self-regulate and the changing nature and realities of nurses' work while inspiring more nurses to influence decision making in professional associations, collective bargaining units, government, and workplace. This successful text includes the latest and most vital professional, legal, ethical, political, social, economic, and environmental issues affecting Canadian nurses. Chapters by the most influential leaders in Canadian nursing explore a broad range of current issues including the Canadian health care system, the nursing shortage, professional organizations, nursing research, nursing education, workplace realities, and societal challenges such as nursing in First Nations communities. Emphasis is on the process of articulating issues and devising strategies for resolution.

Method and Practice in Biological Anthropology - Samantha Hens 2014-08

A valuable resource for you Biological Anthropology lab *Method and Practice in Biological Anthropology: A Workbook and Laboratory Manual for Introductory Courses* complements a wide variety of introductory level laboratory courses in biological anthropology. It easily functions with a well-equipped laboratory, or it may be used as a primary source of photos and/or exercises, providing optimum flexibility to suit most laboratory environments. The book is organized into four sections, to reflect the organization of the typical introductory biological anthropology course: genetics and evolution, the human skeleton, non human primates, and our fossil ancestors. MySearchLab is a part of the Hens program. Research and writing tools, including access to academic journals, help students explore biological anthropology in even greater depth. To provide students with flexibility, students can download the eText to a tablet using the free Pearson eText app. NOTE: MySearchLab does not come automatically packaged with this text. To purchase the text with MySearchLab, order the package ISBN: 0133827917 / 9780133827910 *Method and Practice in Biological Anthropology: A Workbook and Laboratory Manual for Introductory Courses Plus MySearchLab with eText -- Access Card Package* Package consists of: 0205239927 / 9780205239924 MySearchLab with Pearson eText -- Valuepack Access Card 0133825868 / 9780133825862 *Method and Practice in Biological Anthropology: A Workbook and Laboratory Manual for Introductory Courses* "

Business Communication: In Person, In Print, Online - Amy Newman 2013-12-31

BUSINESS COMMUNICATION: IN PERSON, IN PRINT, ONLINE, 9E offers a realistic approach to communication in today's organizations. The text covers the most important business communication concepts in detail and thoroughly integrates coverage of today's social media and other communication technologies. Building on core written and oral communication skills, the ninth edition helps readers make sound medium choices and provides guidelines and examples for the many ways people communicate at work. Readers learn how to create PowerPoint decks, use instant messaging and texting effectively at work, engage customers using social media, lead web meetings and conference calls, and more. Important Notice: Media content referenced within the product description or the product

text may not be available in the ebook version.

Managerial Economics - Thomas J. Webster 1996

Human Sexuality - Caroline F. Pukall 2017-02-13

Balancing biological coverage with an insightful exploration of social and cultural issues, this Canadian contributed text helps students understand human sexuality from a variety of interdisciplinary perspectives. Incorporating the latest research, clinical practice, and up-to-date developments, this second edition opens students' eyes to the richness and diversity of human sexual expressions and experiences in Canada and around the world.

Microbiology Fundamentals - M. Kelly Cowan 2015-03

Human Biology - Daniel D. Chiras 2005

Intended for non-majors, this textbook describes the structure and functions of each human body system, explores the body processes that regulate chemical levels in the blood and body temperature, and overviews genetics, human reproduction, and evolution. The fifth edition trims the overall length by 20% while adding short essays on past scientific

Human Resource Management - Barry Gerhart 2019-03-04

Steen/Noe Fifth Canadian Edition has been written to make HR more accessible to students, more reflective of their situation, and more about them. Today, every manager is "in HR", and every employee is actively engaged in the process of HRM, regardless of whether they aspire to be a manager or an HR professional. Students will experience HRM every day of their working lives, from how they are perceived by recruiters to completing a performance appraisal, to being promoted or fired. When students ask "What's In It For Me?", the Fifth Canadian Edition will show them just how relevant HRM is to them as people, employees and eventually managers. This easy to read and relevant 11 chapter human resource management text is ideal for a one-semester course. Steen/Noe balances theory with practical application and rich examples that support the need for foundational HRM, thought leadership and applied insight necessary to perform and thrive in organizations today.

Twentieth-century World - Carter V. Findley 1990

Business Statistics, Second Canadian Edition, - Norean R. Sharpe 2013-02-01

Conceptual and applied, with emphasis on analyzing and interpreting Canadian data to make informed business decisions. Note: MyStatLab is not included with the purchase of this product.

Microeconomics: Canadian Edition - Paul Krugman 2014-08-07

Iris Au and Jack Parkinson of the University of Toronto, Scarborough have "Canadianized" the Microeconomics section of Krugman/Wells, Economics, Third Edition, maintaining the structure and spirit of the U.S. version but adapting it to include Canadian examples and stories to appeal more directly to Canadian instructors and students.

Business Statistics - E. Antony Selvanathan 2013

Statistical data analysis is the backbone of sound business decision making. Finding the right tool to analyse a particular business problem is the key to such problem solving. Learning the fundamentals of statistical reasoning and

data analysis - you will be on the way to becoming a better manager, analyst or economist. By providing a framework for solving statistical problems, this sixth edition of Australian Business Statistics teaches skills that you can use throughout your career. The book shows you how to analyse data effectively by focusing on the relationship between the kind of problem you face, the type of data involved and the appropriate statistical technique for solving the problem. Business Statistics 6e, emphasizes applications over theory. It illustrates how vital statistical methods and tools are for today's managers and analysts and how to apply them to business problems using real-world data. Using a proven three-step Identify-Compute-Interpret (ICI) approach to problem solving, the text teaches you how to (1) IDENTIFY the correct statistical technique by focusing on the problem objective and data type; (2) COMPUTE the statistics doing them by hand and using Excel; and (3) INTERPRET results in the context of the problem. This unique approach enhances your comprehension and practical skills. The text's vast assortment of data-driven examples, exercises, and cases covers the various functional areas of business, demonstrating the statistical applications that marketing managers, financial analysts, accountants, economists, and others use. Learning resources such as CourseMate maximize study time to help you achieve the results you want. Completely up-to-date, the sixth edition offers comprehensive coverage, current examples, and an increased focus on applications in the real world.

M: Management - Thomas Bateman 2012-09-14

M: Management by Bateman/Snell is the fastest growing Principles of Management textbook on the market. Bateman/Snell is written from the ground up to be brief, lean, and flexible enough to enable you to cover just the topics you want at the level of depth you want, while still maintaining the integrity of the content. Plus, it does not inherit outdated examples from a hardback derivative. With market-leading teaching support and the most up to date content available, M: Management represents the best value available in the brief Principles of Management market. What sets Bateman/Snell apart? An unrivaled mixture student-focused current content and the best teaching support around.

The Logic of Subchapter K, a Conceptual Guide to the Taxation of Partnerships - Laura E. Cunningham 2019-12-30

The Logic of Subchapter K was originally intended for use as a text for a law school course in Partnership Taxation. Together with the accompanying problem set and teachers manual, it guides students through the conceptual framework of subchapter K, while thoroughly covering the many difficult technical matters in the statutes and regulations, with the goal of giving students a firm understanding of this most difficult subject. Each chapter begins with a basic explanation of the relevant provisions and the roles that they play in the overall structure of subchapter K. It includes an increasingly detailed discussion of the specific rules, including multiple illustrative examples. Each chapter builds on the earlier chapters, leading the student through subchapter K. The authors have successfully used the text and problems for both JD and LLM courses at NYU School of Law, Yale Law School, Cardozo School of Law, and Hastings College of the Law. Since the publication of the first edition of the book in 1996, it has also been used widely in business and

accounting courses outside of the law school setting. It is also on the shelf of many practitioners. This 6th Edition addresses multiple changes made by the Tax Cuts and Jobs Act of 2017, including Section 199A qualified business deduction, the expensing of assets under Section 168(k), partnership terminations under Section 708, and an assortment of regulatory changes made in the three years since publication of the 5th Edition.

Contemporary Business Reports - Shirley Kuiper 2012-02-01

CONTEMPORARY BUSINESS REPORTS, 5E, International Edition guides readers step-by-step through the process of creating business reports such as a feasibility studies, business plans, employee manuals, and more. Starting with writing fundamentals, readers work through the processes of planning and conducting research, then drafting, revising, editing, and producing a simple report. This edition includes new content addressing the impact of and use of electronic technology in the reporting process. Once readers master report preparation and writing, the authors explore presentation techniques and skills that readers can use to effectively communicate the information contained in their reports.

Servsafe Coursebook - National Restaurant Association 2012-05-08

Delivering comprehensive training of key food safety concepts, SERVSAFE COURSEBOOK is the ideal solution for the academic setting, multiple-day training or individuals in need of more extensive food safety training. The content in ServSafe Coursebook goes beyond the principles found in ServSafe Manager Book (formerly Essentials) and adds greater depth and breadth of food safety practices by featuring expanded sections on food defense, high-risk populations, active managerial control, and crisis management. Based on a new job task analysis revised exclusively for the Sixth Edition, the book reflects the latest updates from the 2011 Supplement to the 2009 FDA Food Code, new science-based and industry best practices and prepares students for the ServSafe Food Protection Manager Certification Exam. Note: this is just the book/answer sheet, if you want the book/access card order the ISBN below:

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FoodSafetyPrep powered by ServSafe -- Access Card Package Package consists of:

0133075834 / 9780133075830 ServSafe CourseBook with Answer Sheet 0135107725 /

9780135107720 FoodSafetyPrep powered by ServSafe -- Access Card

BCOM - Carol M. Lehman 2019-02-13

Learn business communications your way with Lehman/DuFrene/Walker's BCOM, 10E from 4LTR Press. This inviting, easy-reference book guides you through mastering today's business communication concepts and skills. Visually engaging, brief chapters offer numerous learning features and helpful study tools like Chapter Review Cards that consolidate review material into a ready-made study tool. You choose the format that best suits your learning preferences. BCOM, 10E is perfect if you prefer to use the printed book as your primary learning tool and reference resource for refining your business communication skills. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Discovering Nutrition - Paul M. Insel 2006

This second edition has been updated by include MyPyramid and the 2005 Dietary Guidelines as well as coverage of material such as digestion, metabolism,

chemistry and life cycle nutrition.

Practical Guide to Partnerships and LLCs - Robert Ricketts 2018

Practical Guide to Partnerships and LLCs (9th Edition), by Robert Ricketts and Larry Tunnell, discusses the complex issues involving partnership taxation with utmost clarity. It uses hundreds of illustrative examples, practice observations, helpful charts and insightful explanations to make even the most difficult concepts understandable. The book reflects the authors' penchant for communicating the pertinent facts in very direct language and creating a context for understanding the multifaceted issues and applying them to practice.

Canadian Income Taxation - W. J. Buckwold 2012-07

Protocols for Nurse Practitioners in Gynecologic Settings - Joellen W. Hawkins 2003-12

Principles of Microeconomics - Karl E. Case 2012

Resource added for the Economics ?10-809-195? courses.

Medical and Psychosocial Aspects of Chronic Illness and Disability - Donna Falvo 2017-03-06

Medical and Psychosocial Aspects of Chronic Illness, Sixth Edition is intended to teach students, counselors and other medical professionals working with the chronically ill and disabled how to better understand the manifestations of common chronic illnesses and the disabilities among their clients.

Forensic and Legal Psychology - Mark Costanzo 2010-12-24

Using research in clinical, cognitive, developmental, and social psychology, Forensic and Legal Psychology shows how psychological science can enhance the gathering and presentation of evidence, improve legal decision-making, prevent crime, rehabilitate criminals, and promote justice. Although the emphasis is on psychological research, the textbook makes extensive use of actual cases and real trials to engage students and to illustrate the relevance of research findings. Written in a clear, student-friendly style, Forensic and Legal Psychology is designed for both the psychology and law AND forensic psychology class. Visit the preview site for more information:

www.worthpublishers.com/costanzokrausspreview

Parent-Child Relations - Phyllis Heath 2017-03-13

This is the eBook of the printed book and may not include any media, website access codes, or print supplements that may come packaged with the bound book. This life-span approach to parent-child relations gives students a comprehensive, contemporary look at theories, research, and techniques within historical and cultural contexts. It covers every stage of development, including older parents and their adult children, and uses an inclusive approach that looks at a variety of different family contexts, such as foster families, military families, and families with an LGBTQ member, as well as the influence of culture and ethnicity on family beliefs and behaviors. The first chapter focuses on the history of theoretical and research influences of childrearing to help students understand why parents today hold certain beliefs regarding how to raise children. Theory and research are then interwoven through the book. An early chapter on strategies and techniques also sets the

stage for upcoming discussions of parent-child relations. Written with the student in mind, the book presents numerous examples. Critical thinking questions in every chapter encourage students to stop and consider their views regarding the material, and Spotlight features throughout provide examples of the influence of technology, diversity, and poverty on families. The Enhanced Pearson eText version includes embedded video examples and Test Your Knowledge quizzes with feedback that enable students to check their understanding of the material.

Business Communication - Carol M. Lehman 2012

In today's fast-paced business environment, communicating effectively with multiple audiences is more essential and more challenging than ever. BCOM Asia Pacific edition is specifically aimed at business students studying communication skills in a business degree. The blended learning BCOM package of text and online resources combine a strong emphasis on sound writing principles with practical coverage of real-world spoken, electronic, and written communication situations and strategies that play a vital role in modern business. To help students translate communication theory into applied best practices BCOM has an abundance of model documents and local and global examples. A new approach to learning the principles of business communication, BCOM is the Asia Pacific edition of a proven and innovative blended learning solution. This being a concise and complete text alongside a suite of online learning activities that will ensure student success in business communication. *South-Western Federal Taxation 2016: Corporations, Partnerships, Estates and Trusts* - William H. Hoffman 2015-04-01

Now today's future and current professionals can master corporate tax concepts and today's ever-changing tax legislation with SOUTH-WESTERN FEDERAL TAXATION 2016: CORPORATIONS, PARTNERSHIPS, ESTATES & TRUSTS, 39E. Renowned for its understandable, time-tested presentation, this book remains the most effective solution for helping today's learners thoroughly grasp information critical to the tax preparer, such as C corporations, flow-through entities, taxes on financial statements, and tax planning. The 2016 edition reflects the latest tax legislation at publication. Proven learning features with clearer new examples, more summaries and meaningful tax scenarios that help clarify concepts sharpen critical-thinking, writing, and research skills. Trust SOUTH-WESTERN FEDERAL TAXATION 2016: CORPORATIONS, PARTNERSHIPS, ESTATES & TRUSTS, 39E for the most thorough coverage of taxation concepts today. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

GO! with Microsoft Access 2013 Comprehensive - Shelley Gaskin 2013-06-25

This is the eBook of the printed book and may not include any media, website access codes, or print supplements that may come packaged with the bound book. For use in the Office Applications course. This book is also suitable for students and individuals seeking an introduction to Microsoft Access 2013. The primary goal of the GO! Series, aside from teaching computer applications, is ease of implementation, with an approach that is based on clearly defined projects. Teaching and Learning Experience This program will provide a better teaching and learning experience—for you and your students. Here's how: Personalize Learning: MyITLab delivers proven results in helping students

succeed, provides engaging experiences that personalize learning, and comes from a trusted partner with educational expertise and a deep commitment to helping students and instructors achieve their goals. Engage Students with a Project-Based Approach: GO!'s project-based approach teaches students to solve real problems as they practice and learn the features. Motivate Students with Clear Instruction: Based on professor and student feedback, this text has been designed to offer clear instruction for full student comprehension. Teach the Course You Want in Less Time: The GO! series' one-of-a kind instructional system provides you with everything you need to prepare for class, teach the material, and assess your students.

Sociology in Action - Diane Symbaluk 2018-02-16

The essence of sociology lies in the sociological imagination. *Sociology in Action: A Canadian Perspective, Third Edition*, articulates the importance of developing a sociological imagination and highlights the tools that are necessary to develop that skill: empirical research methods that create verifiable knowledge, sociological theories that explain that knowledge, and critical thinking that enables us to evaluate and to extrapolate from that knowledge. By the time students have completed this text, they will be better equipped to engage in effective social action in the context of their families, communities, and professions, as well as in the context of larger social problems such as social inequality and environmental degradation. With their signature passion and Sociological Toolkit, Diane Symbaluk and Tami Bereska have created a text that will inspire 21st-century learners to become active and informed citizens.

Organisational Change - Dianne Waddell 2016-08-31

Change Management is a crucial process for gaining the competitive advantage that is the goal of many organisations. Leaders and change agents are often faced with conflicting challenges of motivating and understanding increasingly diverse workforces, accounting to stakeholders and planning for the future in a chaotic environment. Comprising 12 chapters in 6 parts, the text opens with an explanation of the environment of change faced by organisations today. It then deals with managing organisational development, which is a planned process of change which is often subject to the incursions of organisational transformation, a more dramatic and unpredictable type of change. With the field of organisational change continuing to evolve, especially in an international context, future directions of change management are also discussed. Finally, to emphasise the relationship between theory to practice, *Organisational Change: Development and Transformation 6e* provides 10 local and international case studies and a suite of online cases supported by a case matrix. Case studies, exercises and support material present the challenges of change management in a real-life manner - examining issues from a variety of viewpoints.

MGMT3 - Chuck Williams 2017-01-01

A new approach to learning the principles of management, *MGMT 3* is the third Asia-Pacific edition of a proven, innovative solution to enhance the learning experience. Concise yet complete coverage supported by a suite of online learning aids equips students with the tools required to successfully undertake an introductory management course. Paving a new way to both teach and learn,

MGMT 3 is designed to truly connect with today's busy, tech-savvy student. Students have access to online interactive quizzing, videos, podcasts, flashcards, case studies, games and more. An accessible, easy-to-read text along with tear out review cards completes a package which helps students to learn important concepts faster. MGMT 3 delivers a fresh approach to give students what they need and want in a text.

2014 FASB Update Intermediate Accounting 15e Binder Ready Version + WileyPLUS Registration Card - Donald E. Kieso 2014-03-24

This package includes a copy of ISBN 9781118938782 and a registration code for the WileyPLUS course associated with the text. Before you purchase, check with your instructor or review your course syllabus to ensure that your instructor requires WileyPLUS. For customer technical support, please visit <http://www.wileyplus.com/support>. WileyPLUS registration cards are only included with new products. Used and rental products may not include WileyPLUS registration cards. Intermediate Accounting 15th Edition Binder Ready Version by Kieso, Weygandt, and Warfield improves students' readiness for their intermediate accounting course, builds awareness around the CPA exam, and prepares students for their future careers with exclusive access to internship listings from across the country. Intermediate Accounting maintains the qualities for which the text is globally recognized, including its reputation for accuracy, comprehensiveness, accessibility, and quality problem material that best prepares students for success in their academic and professional careers. The 2014 FASB Update incorporates the recently issued standard on Revenue from Contracts with Customers in a new Revenue Recognition chapter, and helps prepare the next generation of accounting and finance students for the global economy.

New Perspectives Microsoft Office 365 & Access 2016: Comprehensive - Mark Shellman 2016-01-15

Now readers can develop the complete Microsoft Access 2016 skills needed to be successful in college or the business world beyond with the emphasis on critical-thinking, problem-solving, and in-depth coverage found in NEW PERSPECTIVES MICROSOFT OFFICE 365 & ACCESS 2016: COMPREHENSIVE. Updated with all-new case-based modules, this thorough edition clearly applies the basic and more advanced skills readers are learning to real-world situations, making the concepts even more relevant. A new Productivity Apps for School and Work module visually introduces Microsoft OneNote, Sway, Office Mix and Edge with fun, hands-on activities. NEW PERSPECTIVES MICROSOFT OFFICE 365 & ACCESS 2016: COMPREHENSIVE immediately demonstrates the importance of the extensive skills highlighted within each module. This edition focuses on strengthening learning outcomes and transferring the complete skills readers are mastering to other applications and disciplines for further success. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Workbook for Clark/Clark's HOW 14: a Handbook for Office Professionals, 14th - James L. Clark 2016-01-15

The workbook for HOW 14 reinforces the major principles contained in the reference manual. This expanded supplement contains exercises that are coordinated specifically with sections in HOW 14 and are designed to provide

you with realistic learning applications rather than isolated sentence exercises.

HOW 14: A Handbook for Office Professionals, Spiral bound Version - James L. Clark 2016-01-15

HOW 14: A HANDBOOK FOR OFFICE PROFESSIONALS is a comprehensive, yet portable, one-stop language reference for business writers, office personnel, and students that's ideal for both personal and professional use. Each new edition of this acclaimed book reflects the most recent changes in today's language and the current business environment. Readers discover an easy-to-understand reference manual ideal for creating successful business communication. Detailed and precise information guides users through writing, formatting, and transmitting communications. Unlike other reference books, HOW 14 is specifically tailored as the single resource today's professionals need for writing style, grammar, mechanics, and effective communication techniques in today's business or office environment. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.