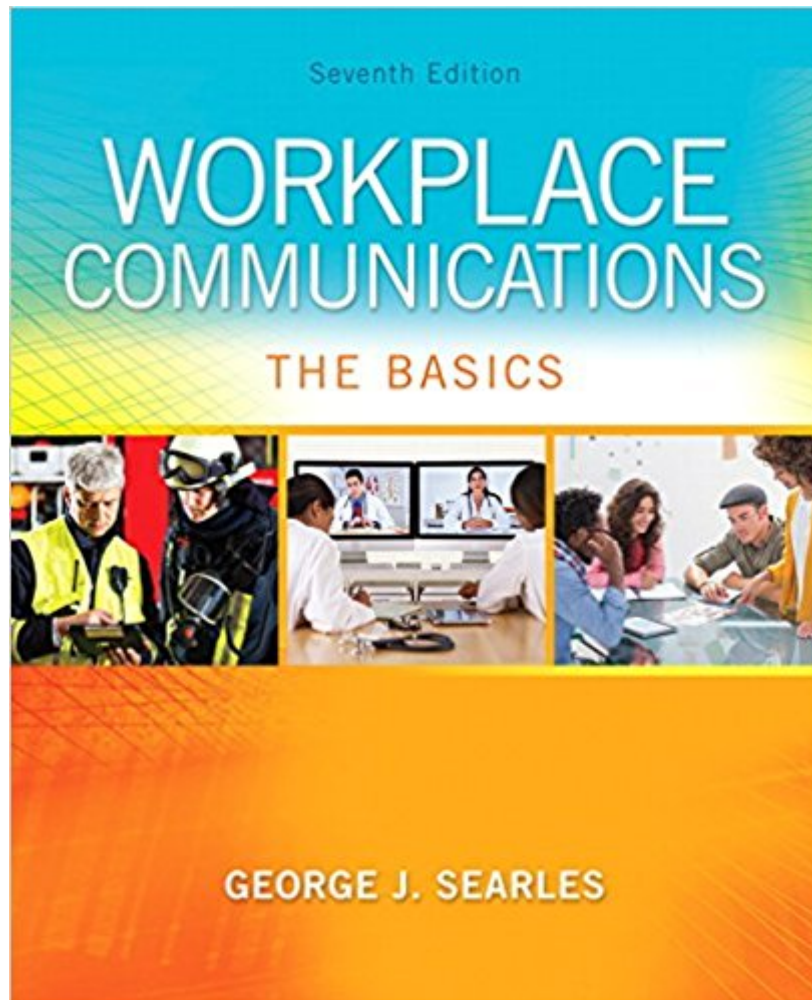




**Ebook Directory**  
the best source of ebook

The book was found

# Workplace Communications: The Basics (7th Edition)



## Synopsis

For courses in Professional Communication and Workplace Writing.   Practical tools for communicating at work   After teaching a course to college students pursuing trade careers, George Searles realized his students needed a book focused on practical applications rather than theoryâ “and that explored workplace communication in a user-friendly tone.   Workplace Communications: The Basics   takes a down-to-earth approach to writing and communicating on the job, teaching the essentials in an accessible style appropriate for any student or course. The clear, concise nature of the book meets the needs of not only its originally intended audience, but the needs of students taking technical communication at a wide range of institutions for any major as well. The Seventh Edition retains and enhances the textâ™s pedagogical aids, rich examples, and practical exercises, preparing students to communicate successfully in any workplace environment.   Also available with MyWritingLabâ„¢   MyWritingLab is an online homework, tutorial, and assessment program designed to work with this text to engage students and improve results. Within its structured environment, students practice what they learn, test their understanding, and pursue a personalized study plan that helps them better absorb course material and understand difficult concepts. In addition to the full eText, activities directly from the text are available within MyWritingLab. These include the written assignments, readings from the text, review exercises and more.   Note: You are purchasing a standalone product; MyWritingLab does not come packaged with this content. Students, if interested in purchasing this title with MyWritingLab, ask your instructor for the correct package ISBN and Course ID. Instructors, contact your Pearson representative for more information.   If you would like to purchase both the physical text and MyWritingLab, search for:   0134271904 / 9780134271903   Workplace Communications: The Basics Plus MyWritingLab with Pearson eText   Access Card Package, 7/e   Package consists of: 0133944131 / 9780133944136   MyWritingLab with Pearson eText   Access Card 013394414X / 9780133944143   Inside Star Sticker 0134120698 / 9780134120690   Workplace Communications: The Basics  

## Book Information

Paperback: 302 pages

Publisher: Pearson; 7 edition (January 16, 2016)

Language: English

ISBN-10: 0134120698

ISBN-13: 978-0134120690

Product Dimensions: 7.3 x 0.5 x 8.9 inches

Shipping Weight: 12.6 ounces (View shipping rates and policies)

Average Customer Review: 3.5 out of 5 stars 5 customer reviews

Best Sellers Rank: #40,742 in Books (See Top 100 in Books) #40 in Books > Reference > Writing, Research & Publishing Guides > Writing > Technical #92 in Books > Textbooks > Business & Finance > Business Communication #314 in Books > Business & Money > Skills > Communications

## Customer Reviews

George J. Searles is a Professor of Arts & Humanities at Mohawk Valley Community College, specializing in journalism, business/technical writing, contemporary poetry, and Latin. He has also taught at Green Haven State Prison, Binghamton University (where he earned his Ph.D.), New York Institute of Technology, St. Elizabeth's College of Nursing, Utica College of Syracuse University, and SUNY College of Technology, and on the graduate level for New School University. Currently he is an adjunct instructor of creative writing at Pratt Institute's upstate campus at the Munson-Williams-Proctor Arts Institute in Utica. He has served on the governing boards of both the Modern Language Association and the North East Modern Language Association, presenting scholarly papers at the annual conventions of those and other such professional organizations. In addition, he has served as a communications consultant to many corporate clients and social services agencies, as well as the National Endowment for the Humanities and the National Science Foundation. Along with numerous articles, reviews, and poems in a broad range of popular and academic periodicals, he has published three volumes of literary criticism from university presses and five editions of *Workplace Communications: The Basics*, a Pearson textbook used on over 200 campuses here and abroad. The recipient of two SUNY Chancellor's medals for excellence, he was named the Carnegie Foundation's "New York State Professor of the Year" in 2002, and the New York State United Teachers' "Higher Education Member of the Year" in 2003.

One of the worst textbooks I have ever been forced to use.

Had to have it for school.

This book was as it was described and came on time.

I guess it was ok. Didn't really read it that much. Has some good examples, not really a textbook

Product is as advertised works well These are very nice. Everyone who walked into my home instantly loved them! Love them and get compliments all the time. definitely a good product  
Awesome ultra-affordable price with product, sales and evaluation are good, the key is easy to use, this is my most satisfying.

[Download to continue reading...](#)

Workplace Communications: The Basics (7th Edition) American Bar Association Guide to Workplace Law, 2nd Edition: Everything Every Employer and Employee Needs to Know About the Law & Hiring, Firing, ... Maternity Leave, & Other Workplace Issues Data and Computer Communications (10th Edition) (William Stallings Books on Computer and Data Communications) Conflict Resolution in the Workplace: How to Handle and Resolve Conflict at Work ~ an Essential Guide to Resolving Conflict in the Workplace Out of the Workplace and Off the Clock: Borneo (On Vacation: Out of the Workplace and Off the Clock Book 1) Management: Take Charge of Your Team: Communication, Leadership, Coaching and Conflict Resolution (Team Motivation, Workplace Communications, Employee ... Team Management, Conflict Management) Simulation and Software Radio for Mobile Communications (Artech House Universal Personal Communications) Integrated Advertising, Promotion, and Marketing Communications (7th Edition) Business Data Communications- Infrastructure, Networking and Security (7th Edition) Strategies for Technical Communication in the Workplace, MLA Update Edition (3rd Edition) WP205 - Bastien Piano Basics - Theory - Primer Level (Primer Level/Bastien Piano Basics Wp205) WP210 - Bastien Piano Basics - Performance - Primer Level (Primer Level/Bastien Piano Basics Wp210) A Workbook for New Testament Syntax: Companion to Basics of New Testament Syntax and Greek Grammar Beyond the Basics How To Play Checkers - The Rules And Basics Of The Checkers Game! Learn The Checkers Rules And The Checkers Basics Plane Basics (Basics Series) Router Basics (Basics Series) Scroll Saw Basics (Basics Series) Radial Arm Saw Basics (Basics Series) Table Saw Basics (Basics Series) The Complete Beginners Guide to Raising Small Animals: Everything You Need to Know About Raising Cows, Sheep, Chickens, Ducks, Rabbits, and More (Back-To-Basics) (Back to Basics Farming)

[Contact Us](#)

[DMCA](#)

Privacy

FAQ & Help