Business and Professional Communication in a Digital Age Jennifer H. Waldeck, 2013

Business Communication Peter Hartley, Peter Chatterton, 2015-02-11 Effective communication in business and commercial organizations is critical, as organizations have to become more competitive and effective to sustain commercial success. This thoroughly revamped new edition distils the principles of effective communication and applies them to organizations operating in the digital world. Techniques and processes detailed in the book include planning and preparing written communication, effective structures in documents, diverse writing styles, managing face-to-face interactions, using visual aids, delivering presentations, and organising effective meetings. In every case the authors consider the potential of new technology to improve and support communication. With helpful pedagogical features designed to aid international students, this new edition of a popular text will continue to aid business and management students for years to come. Additional content can now be found on the author's website - www.rethinkbuscomm.net

Business Writing in the Digital Age Natalie Canavor, 2012 Business Writing in the Digital Age fills an urgent need to equip business and MBA students to write more effectively in a style that works for today’s business world. Using a readable, highly accessible approach and numerous concrete examples, this book frames writing as a strategic tool to accomplish goals. Readers learn a step-by-step system that tells them what to say, and how to say it in every circumstance. At the same time they learn how to improve their technical skills by applying practical techniques rather than grammatical rules. In today’s business world, success depends on writing. Those who write well are better able to win opportunities, establish their reputation, persuade others to their viewpoint and build relationships. They collaborate, manage and lead more effectively. Writing well also equips businesspeople to function in a global marketplace and reach increasingly diverse audiences. This book builds readers’ confidence and capabilities. No matter what their starting point, they absorb a solid foundation that applies to all writing. They also learn the specifics of crafting messages and documents that range from the traditional, like letters and proposals, to media such as email, blogs, web sites, PowerPoint and social networking. This broad coverage makes the material relevant and compelling. Students also develop tools to keep improving on their own, and to handle new
communication channels as they emerge. Business Writing in the Digital Age helps teachers stay current with a changing media landscape. They can use it as a complete guide to writing development, drawing on the practice opportunities and group projects supplied, or assign students to work with some--or all the material--on their own.

**Business and Professional Communication in a Digital Age** Jennifer H. Waldeck, Patricia Kearney, Tim Plax, 2012-01-01

BUSINESS AND PROFESSIONAL COMMUNICATION IN A DIGITAL AGE, First Edition, is a comprehensive instructional package designed to build students' business and professional communication competence. The interactive, multimedia nature of this text emphasizes traditional and contemporary topics germane to business and professional contexts. The engaging online modules that accompany this text create an interactive, media-enhanced experience in the classroom, allowing students to develop an in-depth understanding of business and professional communication in the 21st century. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

**Professional and Business Communication** Peter Hartley, Susie Marriott, Helena Knapton, 2023-05-30

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**The Art of Effective Communication in a Digital World** Donna Still, 2016-08-22

In a world where digital communication is the preferred choice, face to face communication skills are easily forgotten. Finding the right words to say in a physical conversation can sometimes be a challenge. Getting ones point across effectively is not always easy. The content in this book will help you to choose the right words so that you are understood clearly the first time. A book full of practical tools for effective every day communication.

**Strategic Corporate Communication in the Digital Age** Mark Anthony Camilleri, 2021-02-19

Strategic Corporate Communication in the Digital Age explores how contemporary communication approaches are crossing boundaries as
innovative media formats and digital transformations offer new challenges and opportunities to academia and practitioners.

*Communication Skills for Business Professionals* Celeste Lawson, Robert Gill, Angela Feekery, Mieke Witsel, 2019-06-12
With its emphasis on Australia and New Zealand, this book is a comprehensive and cutting-edge introduction to professional communication.

*Business and Professional Communication in the Information Age* John Haas, 2010-07-22

**Communication in a Digital Age** Kendall Hunt Publishing Company, 1753-01-01

**Lesikar's Business Communication: Connecting in a Digital World** Paula Lentz, Kathryn Rentz, 2013-02-28
This 13th edition of Lesikar's Business Communication: Connecting in a Digital World, by Kathryn Rentz, and Paula Lentz brings the contemporary perspective of two expert teachers to Ray Lesikar's classic textbook. Taking a unique problem-solving approach, it integrates current technologies and trends throughout, while maintaining an emphasis on the fundamentals: careful analysis of the communication problem, development of an audience-focused solution, and clear, correct use of language and visuals. Combined with abundant realistic examples, exercises, and cases, this approach makes Lesikar one of the most pedagogically effective books in the field.

**Professional Communication and Network Interaction** Heidi A. McKee, James E. Porter, 2017-06-14
Digital technologies and social media have changed the processes, products, and interactions of professional communication, reshaping how, when, with whom, and where business professionals communicate. This book examines these changes by asking: How does rhetorical theory need to adapt and develop to address the changing practices of professional communication? Drawing from classical and contemporary rhetorical theory and from in-depth interviews with business professionals, the authors present a case-based approach for exploring the changing landscape of professional communication. The book develops a rhetorical theory based on networked interaction and rhetorical ethics: seeing professional communication as involving new kinds of networked interactions that require an integrated view of rhetoric and ethics. The book applies this frame to a variety of communication cases involving, for example, employee missteps on social media, corporate-consumer interactions, and the developing use of artificial intelligence agents (AI bots) to handle online communication.

**The Business of Influence** Philip Sheldrake, 2011-05-04
Media has most definitely evolved, as have the ways in which we contemplate, design, communicate and execute strategy. And rather than technological evolution, we’re plainly in the midst of a technological revolution. We have no choice then but to reframe marketing and PR in the context of 21st Century technology, 21st Century media and disintermediation, and 21st Century articulation of and appreciation for business strategy. “Today, every organization is in the influence business. We influence customers to buy from us, employees to work
for us, and the media to write about us. Gone are the days when you could be your own island. Now, to be successful, you need to live within the influence ecosystem and that requires a change of mindset. Fortunately, Philip Sheldrake will show you how.” David Meerman Scott, bestselling author of The New Rules of Marketing & PR and the new hit Real-Time Marketing & PR

**Communication in the Digital Age** Roger Desmond, Bridgepoint Education Inc, 2021-07-13

The ART of Responsible Communication David Remund, 2014-12-17 Business leaders control information, data, and feedback. How should that power be managed in this digital age and fast-paced, globalized economy? That important question is at the heart of The ART of Responsible Communication. This book serves as a how-to guide for executives and emerging business leaders across multiple industries and a full spectrum of functional disciplines. The ART of Responsible Communication examines multifaceted corporate communication as a responsibility shared by leaders across the enterprise. You simply cannot delegate all communication responsibility to the corporate communications department or a public relations agency. It is every leader’s responsibility to model and champion effective communication, requiring an ongoing commitment to Accessibility, Responsiveness and Transparency, or, in other words, The ART of Responsible Communication.

**Excellence in Business Communication** John V. Thill, Courtland Bovee, 2016-01-06 For undergraduate courses in business communication. Develops Professional Communication Skills Following in the wake of the digital revolution and the advent of social media, business communication has been hit by yet another revolutionary change: the rise of mobile communication. In this Twelfth Edition of Bove and Thill’s Excellence in Business Communication, the most significant and recent technology-related changes affecting the business world are thoroughly discussed. Not to be forgotten, the text continues to emphasize fundamental skills and principles, including the importance of writing, listening, presenting, and other components of business communication. Featuring practical advice, time-tested processes, and real-world examples, Excellence in Business Communication is the premier text for honing and developing essential communication skills. Also Available with MyBCommLab(R) This title is also available with MyBCommLab—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. NOTE: You are purchasing a standalone product; MyBCommLab does not come packaged with this content. If you would like to purchase both the physical text and MyBCommLab search for: 0134472438 / 9780134472430 Excellence in Business Communication Plus MyBCommLab with Pearson eText -- Access Card Package Package consists of: 0134319052 / 9780134319056 Excellence in Business Communication 0134390113 / 9780134390116 MyBCommLab with Pearson eText -- Access Card -- for Excellence in Business Communication

Business and Professional Communication Kory Floyd, Peter W. Cardon, 2024
Online writing plays a complex and increasingly prominent role in the life of organizations. From newsletters to press releases, social media marketing and advertising, to virtual presentations and interactions via e-mail and instant messaging, digital writing intertwines and affects the day-to-day running of the company - yet we rarely pay enough attention to it. Typing on the screen can become particularly problematic because digital text-based communication increases the opportunities for misunderstanding: it lacks the direct audio-visual contact and the norms and conventions that would normally help people to understand each other. Providing a clear, convincing and approachable discussion, this book addresses arenas of online writing: virtual teamwork, instant messaging, emails, corporate communication channels, and social media. Instead of offering do and don’t lists, however, it teaches the reader to develop a practice that is observant, reflective, and grounded in the understanding of the basic principles of language and communication. Through real-life examples and case studies, it helps the reader to notice previously unnoticed small details, question previously unchallenged assumptions and practices, and become a competent digital communicator in a wide range of professional contexts.

**Excellence in Business Communication, Global Edition** John V. Thill, Courtland L. Bovee, 2016-03-10

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Decoding **Business And Professional Communication In The Digital Age**: Revealing the Captivating Potential of Verbal Expression
In an era characterized by interconnectedness and an insatiable thirst for knowledge, the captivating potential of verbal expression has emerged as a formidable force. Its capability to evoke sentiments, stimulate introspection, and incite profound transformations is genuinely awe-inspiring. Within the pages of "Business And Professional Communication In The Digital Age," a mesmerizing literary creation penned by way of a celebrated wordsmith, readers attempt an enlightening odyssey, unraveling the intricate significance of language and its enduring effect on our lives. In this appraisal, we shall explore the book's central themes, evaluate its distinctive writing style, and gauge its pervasive influence on the hearts and minds of its readership.

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