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Communication for Management and Secretarial Students Marlene J. Van Schalkwyk, M. J. Viljoen, 1996

Communication and Management Communication N4 Hayley Hauptfleisch, 2020 [Current Index to Journals in Education](#) , 2000-10 **Management Communication** James S. O'Rourke, 2023-03-30 This new edition of Management Communication is a case based textbook that introduces students to the strategic communication methods that are crucial to master in order for them to develop into effective and ethical managers at all levels of business Effective communication skills are necessary for success in the business world and James O Rourke has written a highly readable book filled with anecdotes and examples to engage students in the learning process This seventh edition includes both classic and new features The strategic approach is integrated throughout the book allowing students to understand how a communicated message affects the business as a whole New case studies provide students with hands on experience of scenarios they will encounter in the real world looking at global companies such as Facebook and Nike Further updates include new content on technology corporate culture and disinformation An ethical thread is woven through the text demonstrating how ethical decision making can be applied in all aspects of communication Chapters on intercultural communication nonverbal communication and conflict management provide students with the skills to build relationships and influence stakeholders key skills for any manager This text will provide students with a well rounded understanding of management communication and the support material ensures it serves as a complete resource for instructors **Forthcoming Books** Rose Arny, 1997

Management Communication Michael E. Hattersley, Linda McJannet, 1997 Designed for managerial communication courses at MBA level and executive training courses this text covers the full range of communication issues a manager is likely to face in the coming decade such as how to write well how to speak well and how to devise a successful communication strategy There are full chapters on electronic communication corporate ethics audience analysis meeting management giving and receiving feedback choosing media style and tone intercultural communication and business and the press In addition 16 end of chapter case studies most of which were developed at Harvard Business School

International Books in Print , 1990 [Monographic Series](#) Library of Congress, 1982 **Management Communication: A Guide** Deborah C. Andrews, William D. Andrews, 2012-08-01 Based on the assumption that management occurs through communication this text offers a balanced presentation of theory and practice by providing numerous

detailed examples of complex business communication situations In addition Management Communication covers strategic approaches to both written and oral communication multicultural and ethical issues workplace diversity globalization group dynamics and interpersonal communication The text s flexible handbook format reflects how advanced and graduate MBA students actually use textbooks they can either read chapters in sequence or access specific sections to research particular issues and concepts Important Notice Media content referenced within the product description or the product text may not be available in the ebook version *Library of Congress Catalogs* Library of Congress,1983 [Catalog of the Communications Library, University of Illinois](#) University of Illinois at Urbana-Champaign. Library,1975 [Resources in Education](#) ,1979 *Index to IEEE Publications* Institute of Electrical and Electronics Engineers,1980 Issues for 1973 cover the entire IEEE technical literature

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