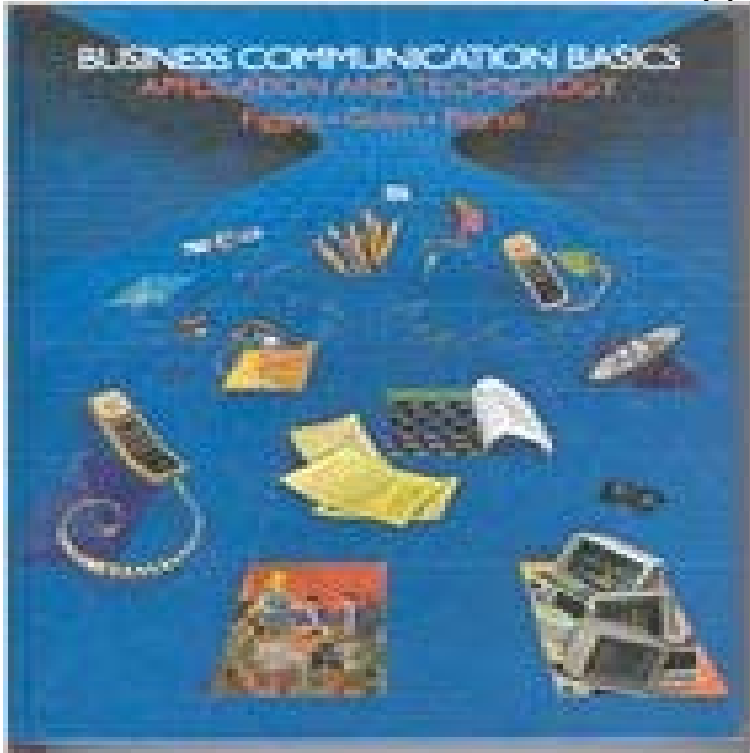


# Business Communication Basics: Application and Technology



This is a comprehensively researched, up-to-date text covering all normal business letter- and -report-writing situations, presented with a practical, straightforward approach. It explains what the effective business communicator will have to be able to deal with in standard written forms, from the letter to the report. It gives step-by-step guidance on how to apply for a job. The cloth edition of this book was published in February 1984.

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