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Essentials of Business Communication Scarborough, Ont. : Nelson Thomson Learning  
This edition covers the basics of multicultural education, making it easy for instructors to assign as a main text or use in conjunction with other books. The author gives special attention to the psycho-social dimensions of teaching culturally diverse populations.

*Business Marketing Management* Pearson Prentice Hall  
Highly praised for its clarity and great examples, Weiers' INTRODUCTION TO BUSINESS STATISTICS, 6E introduces fundamental statistical concepts in a conversational language that connects with today's students. Even those intimidated by statistics quickly discover success with the book's proven learning aids, outstanding illustrations, non-technical terminology, and hundreds of current examples drawn from real-life experiences familiar to students. A continuing case and contemporary applications combine with more than 100 new or revised exercises and problems that reflect the latest changes in business today with an accuracy you can trust. You can easily introduce today's leading statistical software and teach not only how to complete calculations by hand and using Excel, but also how to determine which method is best for a particular task. The book's student-oriented approach is supported with a wealth of resources, including the innovative new CengageNOW online course management and learning system that saves you time while helping students master the statistical skills most important for business success.

**Business Communication** South-Western College  
How to Study in College details such study methods as visual thinking, active listening, concentration techniques, note-taking strategies, and test-taking techniques while incorporating material on life skills.  
Acp Business English Cengage Learning  
"Reflecting the latest trends and issues, the new Europe, Middle East & Africa Edition of Business Marketing Management: B2B delivers comprehensive, cutting-edge coverage that equips students with a solid understanding of today's dynamic B2B market. The similarities and differences between consumer and business markets are clearly highlighted and there is an additional emphasis on automated B2B practices and the impact of the Internet."--Cengage website.

**Business Law Today** Cengage Learning  
With an emphasis on written and oral communication skills in our technologically enhanced workplace, the ninth Canadian edition of Essentials of Business Communication is designed to help students gain confidence in their communication skills, better preparing them for both their academic career and beyond. Our complete learning package is supported by three components: a textbook, an integrated workbook, and MindTap, our online digital platform. Within our complete solution, we provide students with the instruction and guidance to understand how important and necessary strong communication skills are for success in one's career. Using real-life business examples, we bring the instruction to life and allow students to immerse themselves in an experiential learning environment. For instructors, we have a well-developed and curated site of additional resources that are built to support any course using our learning resources. Guffey, Loewy, Almonte: your authoritative and trusted brand in Business Communication!  
Complete Student Key South Western Educational Publishing  
Provides students with all the tools they need to pass the typical Quantitative Methods course. This title includes chapters that focus on a selection of statistical techniques, illustrated with examples from across business, marketing, economics, finance, and public administration, that may appeal to students across the business spectrum.

Cultural Competence Cengage Learning  
Dr. Mary Ellen Guffey's "Business English" helps students become successful communicators in any business arena with its proven grammar instruction and supporting in-text and online resources. The perennial leader in grammar and mechanics texts, the 10th edition of "Business English" uses a three-tiered approach to break topics into manageable units, letting students identify and hone the most critical skills and measure their progress along the way. Packed with insights from more than thirty years of classroom experience in business communications, "Business English" also includes access to the author's new premier website, www.meguffey.com, and its many resources for building language skills, including all-new, interactive exercises.

The Speaker's Compact Handbook Cengage Learning Emea  
INTRODUCTION TO PHYSICAL ANTHROPOLOGY 2011-2012 continues to present the most up-to-date and balanced, comprehensive introduction to the field, combining an engaging writing style and compelling visual content to bring the study of physical anthropology to life for today ' s students. With a focus on the big picture of human evolution, the text helps students master the basic principles of the subject and arrive at an understanding of the human species and its place in the biological world. This book continues to keep pace with changes in the field by including thorough coverage of cutting-edge advances in molecular biology and genomics, primatology, key fossil discoveries, and modern human biology. A new Conclusion: Why it Matters, drives home the importance of understanding human evolution and the incredible impact our species has had, and will continue to have, on the environment and all life forms on this planet. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

How to Study in College South Western Educational Publishing  
Congratulations! You are about to start on a journey that can take you in many directions and holds the potential to make you a confident, successful professional in cosmetology. As a cosmetologist, you will become a trusted professional, the person your clients rely on to provide them with ongoing service, enabling them to look and feel their best. You will become as personally involved in your clients' lives as their physicians or dentists are, and with study and practice, you can be as much in demand as a well-regarded medical provider. - Preface.  
Quantitative Methods for Business Decisions Wadsworth Publishing Company  
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Business Marketing Management Wadsworth Publishing Company  
Systems Analysis and Design,Video Enganced International Edition offers a practical, visually appealing

approach to information systems development.  
The World of Words Cengage Learning  
The study guide includes chapter outlines, fill-in-the-blank vocabulary questions, true/false questions, and multiple-choice questions to aid student in studying.  
English for Careers Cengage Learning  
"Business English, 11th Edition, by Mary Ellen Guffey and Carolyn Seefer makes students into successful communicators in any business arena with its proven grammar instruction and supporting in-text and online resources. The market leader in grammar and mechanics since its first publication, Business English uses a three-level approach to break topics into manageable units, and gives you flexibility in planning your course. Packed with insights from more than thirty years of classroom experience in business communications, Business English also includes access to the premier website where instructors and students will find a vast array of resources for building language skills. New to the 11th Edition, CengageNow combines the best of technology to help students identify troublesome concepts and practice new skills."--Publisher website.

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HUMAN HEREDITY presents the concepts of human genetics in clear, concise language and provides relevant examples that you can apply to yourself, your family, and your work environment. Author Michael Cummings explains the origin, nature, and amount of genetic diversity present in the human population and how that diversity has been shaped by natural selection. The artwork and accompanying media visually support the material by teaching rather than merely illustrating the ideas under discussion. Examining the social, cultural, and ethical implications associated with the use of genetic technology, Cummings prepares you to become a well-informed consumer of genetic-based health care services or provider of health care services. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.  
Steps to Writing Well with Additional Readings South Western Educational Publishing  
This text-workbook is a streamlined, no-nonsense approach to business communication. It takes a three-in-one approach: (1) text, (2) practical workbook, and (3) self-teaching grammar/mechanics handbook. The chapters reinforce basic writing skills, then apply these skills to a variety of memos, letters, reports, and resumes. This new edition features increased coverage of contemporary business communication issues including oral communication, electronic forms of communication, diversity and ethics.

Business Ethics Cengage Learning  
Internationally recognised for its successful problem-management approach to effective helping, this book offers a step-by-step guide to the counselling process.  
Business English South-Western Pub  
BUSINESS ENGLISH, 11th Edition, by Mary Ellen Guffey and Carolyn Seefer helps students become successful communicators in any business arena with its proven grammar instruction and supporting in-text and online resources. The perennial leader in grammar and mechanics texts, the 11th edition of BUSINESS ENGLISH uses a three-level approach to break topics into manageable units, letting students identify and hone the most critical skills and measure their progress along the way. Packed with insights from more than thirty years of classroom experience in business communications, BUSINESS ENGLISH also includes access to the premier website and its many resources for building language skills. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.  
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Reliable and straightforward, this text has helped thousands of students learn to write well. Jean Wyrick's rhetorically organized STEPS TO WRITING WELL WITH ADDITIONAL READINGS is known for its student-friendly tone and the clear way it presents the basics of essay writing in an easy-to-follow progression of useful lessons and activities. Through straightforward advice and thoughtful assignments, as well as Wyrick's precise instruction, the text gives students the practice they need to approach writing well-constructed essays with confidence. Everything students need to begin, organize, and revise writing--from choosing a topic to developing the essay to polishing prose--is right here! This special COURSEMATE EDITION features in-text icons that direct students online to CourseMate, where they will find additional practice and resources, writing exercises, supplemental assignments, multimedia that enhances and expands on topics in the text, and suggestions for further learning. By connecting the text to online assets, STEPS TO WRITING WELL WITH ADDITIONAL READINGS: COURSEMATE EDITION gives students a multidimensional learning experience.

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