



# Business Communication: Building Critical Skills

*Kitty O. Locker , Stephen Kyo Kaczmarek*

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**Business Communication: Building Critical Skills** Kitty O. Locker , Stephen Kyo Kaczmarek  
Freedom. Flexibility. Focus.

"Business Communication: Building Critical Skills" was built to provide the ultimate in freedom, flexibility, and focused classroom. Broken into 30 modular chapters, this text provides topic-focused modules, allowing instructors to customize their resources piece-by-piece to best suite their course and teaching style. Each module has a strong workplace activity orientation, supporting students to build critical skills in writing, speaking, and listening. Locker/Kaczmarek is grounded in solid business communication fundamentals, and supports students to piece together what is needed to be a successful communicator for the 21st century.

## Business Communication: Building Critical Skills Details

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Standard textbook filled with academic information that is presented in a dry and forgettable manner. Some good nuggets get lost with all the rest of the stuff around it.

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