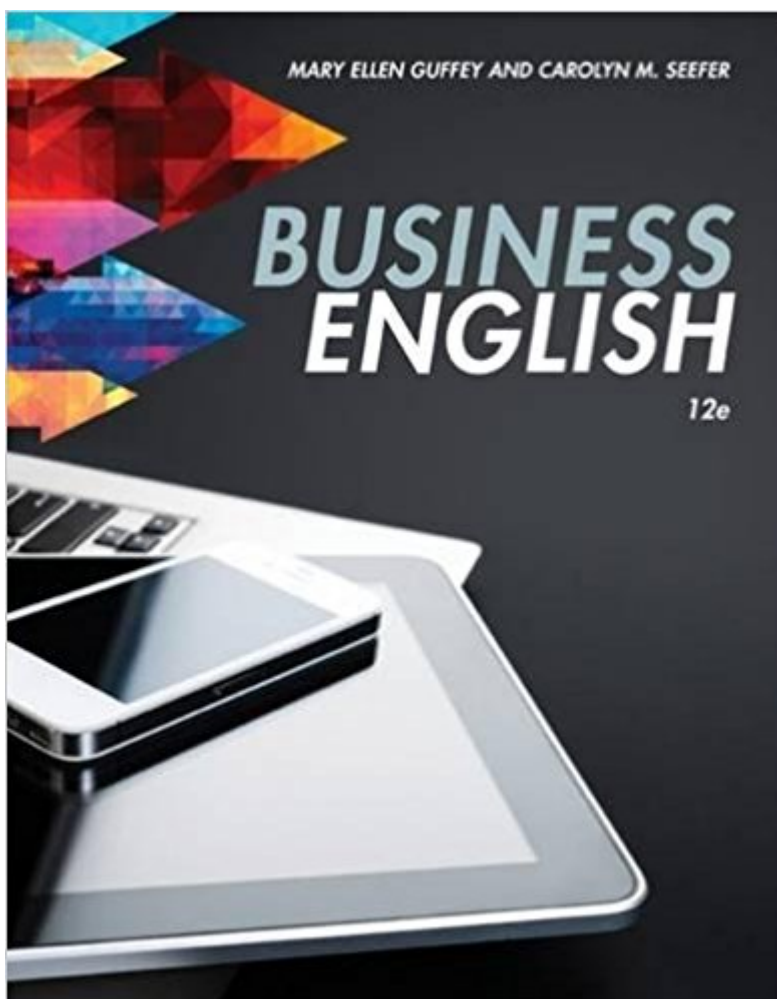


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# Business English



## Synopsis

Help students refresh and strengthen their language skills with the proven grammar instruction and extensive in-text and online resources found in *BUSINESS ENGLISH*, 12E by Mary Ellen Guffey and Carolyn Seefer. The market leader in grammar and mechanics since its first publication, *BUSINESS ENGLISH* uses a three-level approach to divide topics into manageable units and give you ultimate flexibility in your course. Now updated with contemporary examples of language use, this latest edition offers even more digital resources to ensure that students master key skills. Students complete Reinforcement Exercises where they receive the authors' feedback for every response. Packed with insights from more than 60 years of combined classroom experience, *BUSINESS ENGLISH* provides unparalleled support with a Instructor's Edition loaded with answers and ideas, as well as extensive PowerPoint slides ideal for both traditional and online environments, easy to organize, and valuable for students.

## Book Information

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## Customer Reviews

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sentence-level exercises to develop your language skills with contextual business documents in a digital environment, for writing e-mail messages, letters, reports, and social media postings.

Social media margin notes emphasize writing professionally Margin notes demonstrate how important it is to write correctly when using social media, including Facebook and Twitter.

End-of-chapter reinforcement exercises strengthen new skills Completing the Reinforcement

Exercises enables you to apply your learning so that you can internalize and retain your new skills. Automatic feedback and answers are provided for every item so that you know immediately whether you have the right answer and why it was correct or incorrect. Pretests, post-tests, & unit reviews check your progress. Brief pretests, included with each chapter, preview concepts. Post-tests and Unit Reviews evaluate your own success in comprehending each chapter's topics.

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A dedicated professional, Mary Ellen Guffey has taught business communication and business English topics for more than 35 years. She received a bachelor's degree, summa cum laude, from Bowling Green State University; a master's degree from the University of Illinois; and a doctorate in business and economic education from the University of California, Los Angeles (UCLA). She has taught at the University of Illinois, Santa Monica College, and Los Angeles Pierce College. Now recognized as the world's leading business communication textbook author, Dr. Guffey is the founding author of three award-winning textbooks: BUSINESS COMMUNICATION: PROCESS AND PRODUCT, ESSENTIALS OF BUSINESS COMMUNICATION, and BUSINESS ENGLISH. Each updated book continues to lead its market and, together, these books have helped hundreds of thousands of students around the world develop language skills. Dr. Guffey serves on the review boards of the Business and Professional Communication Quarterly and the Journal of Business

Communication, publications of the Association for Business Communication. She also participates in national meetings, sponsors business communication awards, and is committed to promoting excellence in business communication pedagogy and the development of student writing skills. Carolyn M. Seefer earned her undergraduate business degree and business education teaching credential from the University of Georgia and her MBA from John F. Kennedy University, where she graduated at the top of her class. She has been teaching business courses at the college level for almost 30 years. Since 1996, she has served as professor in the Business Administration Department of Diablo Valley College, a large community college in the San Francisco Bay Area. In addition to teaching a variety of business courses at Diablo Valley College, Professor Seefer is faculty advisor for Phi Beta Lambda, the DVC business club; is a member of the college Scholarship Committee; is her department's Academic Senate representative; serves as a mentor to new faculty; and is involved in developing procedures and guidelines for online teaching. She also recently took part in the college study abroad program, where she had the opportunity to teach in Florence, Italy, for a semester. In addition, Professor Seefer is an active member of the Association for Business Communication and has presented numerous times at ABC's annual conventions. Professor Seefer, who places great emphasis on student learning and achievement, has been named Teacher of the Year at three different colleges. She was most recently selected as the 2008-2009 Teacher of the Year for the Contra Costa Community College District.

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