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Success Through Effective Business Communication 1) Communication is the process of A) transferring information and meaning.

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news. C) leave the reader with hope that you will change your decision.

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Excellence in Business Communication, 12e (Thill/Bovee) Chapter 16 Applying and Interviewing for Employment 1) The best approach for an application letter depends on A) how much you need to stand out from other applicants. B) whether or not your résumé is up to date. C) how long you have been on the

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The title of this book is Business Communication Today (12th Edition) and it was written by Courtland L. Bovee, John V. Thill. This particular edition is in a Hardcover format. This books publish date is Jul 21, 2013 and it has a suggested retail price of \$187.40. It was published by Prentice Hall and has a total of 688 pages in the book.

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Answer: C

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