

BUSINESS ENGLISH

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Answers Of Mary Ellen Guffey

Guffey, Mary Ellen Guffey



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KEY FEATURES

Learning Objectives They appear at the beginning of each chapter and enumerate the topics/concepts that the readers would gain an insight into after reading the chapter.

Marginalia These are spread across the body of each chapter to clarify and highlight the key points.

Case Study 1 It sets the stage for the areas to be discussed in the concerned chapter.

Case Study 2 It presents real world scenarios and challenges to help students learn through the case analysis method.

Tech World It throws light on the latest advancements in communication technology and how real time business houses are leveraging them to stay ahead of their competitors.

Communication Snippet It talks about real organizations/people at workplaces, their on job communication challenges, and their use of multiple communication channels to gain a competitive edge.

Summary It helps recapitulate the different topics discussed in the chapter.

Review and Discussion Questions These help readers assess their understanding of the different topics discussed in the chapter.

Applying Ethics These deal with situation based ethical dilemmas faced by real managers in their professional lives.

Simulation based Exercise It is a roleplay management game that helps readers simulate real managers or workplace situations and thereby enables students to apply the theoretical concepts.

Experiential Learning It provides two caselets each followed by an Individual Activity and a Team Activity based on real time business processes that help readers feel or experience the concepts and theories they learn in the concerned chapter to gain hands on experience.

References These are given at the end of each chapter for the concepts and theories discussed in the

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