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In addition to completing numerous brand-name consulting assignments, she is a certified business etiquette consultant. Dr. Loewy has collaborated with Dr. Guffey on recent editions of BUSINESS COMMUNICATION: PROCESS AND PRODUCT as well as on ESSENTIALS OF BUSINESS COMMUNICATION. Dr.

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# **Essentials of Business Communication by Mary Ellen Guffey**

Did learn some stuff about business communication that I didn't know before, so it was useful in that regard. However, the book was very "Hello, fellow kids." At one point it talked about how young people spend their time "twittering." Twittering. Not tweeting. Twittering.

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