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She also wrote Business and Administrative Communication (6th ed., Irwin/McGraw-Hill, 2003), The Irwin Business Communication Handbook: Writing and Speaking in Business Classes (1993), and co-edited Conducting Research in Business Communication (1988). Her consulting clients included URS Greiner, Abbott Laboratories, the Ohio Civil Service ...

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17.The best way to present audience benefits is by presenting good news in the middle of a message. True False 18.It is important to avoid using a salutation and close that remind an audience

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