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## **Business Communication: Process and Product Mary Ellen ...**

Author bio: A dedicated professional, Mary Ellen Guffey is Professor Emerita of Business from Los Angeles Pierce College. She has taught business communication and business English topics for more than thirty years and has written several market-leading, internationally acclaimed textbooks, including BUSINESS COMMUNICATION: PROCESS AND PRODUCT and ESSENTIALS OF BUSINESS COMMUNICATION.

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This book was required for a business communication class of mine. Take this review with a grain of

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salt like most reviews due to all circumstances are different, but the material the professor got out of this book was somewhat helpful in writing, but it was a bit dated.

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