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Each module has a strong workplace activity orientation, supporting students to build critical skills in writing, speaking, and listening. Locker/Kaczmarek is grounded in solid business communication fundamentals, and supports students to piece together what is needed to be a successful communicator for the 21st century.

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Kitty O. Locker was an Associate Professor of English at The Ohio State University, where she taught courses in workplace discourse and research methods. She received her B.A. from DePauw University and her M.A. and Ph.D. from the University of Illinois at Urbana. She also wrote Business and Administrative Communication (6th ed., Irwin/McGraw-Hill, 2003), The Irwin Business Communication ...

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A unique approach to a hands-on course, this text is not a cut and paste of Kitty Locker's popular Business Administrative Communication text, but is a completely new approach devised and created with the assistance of a community college colleague.

Business Communication: Building Critical Skills - 4th edition

Business Communication(5th Edition) Building Critical Skills, 5e (With Additional Student Material Provided By Elizabeth Christensen), 5e by Kitty O. Locker, Stephen Kyo Kaczmarek, Elizabeth Christensen Paperback, 575 Pages, Published 2011 by Mcgraw Hill Learning Solutions ISBN-13: 978-0-07-757679-0, ISBN: 0-07-757679-9

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