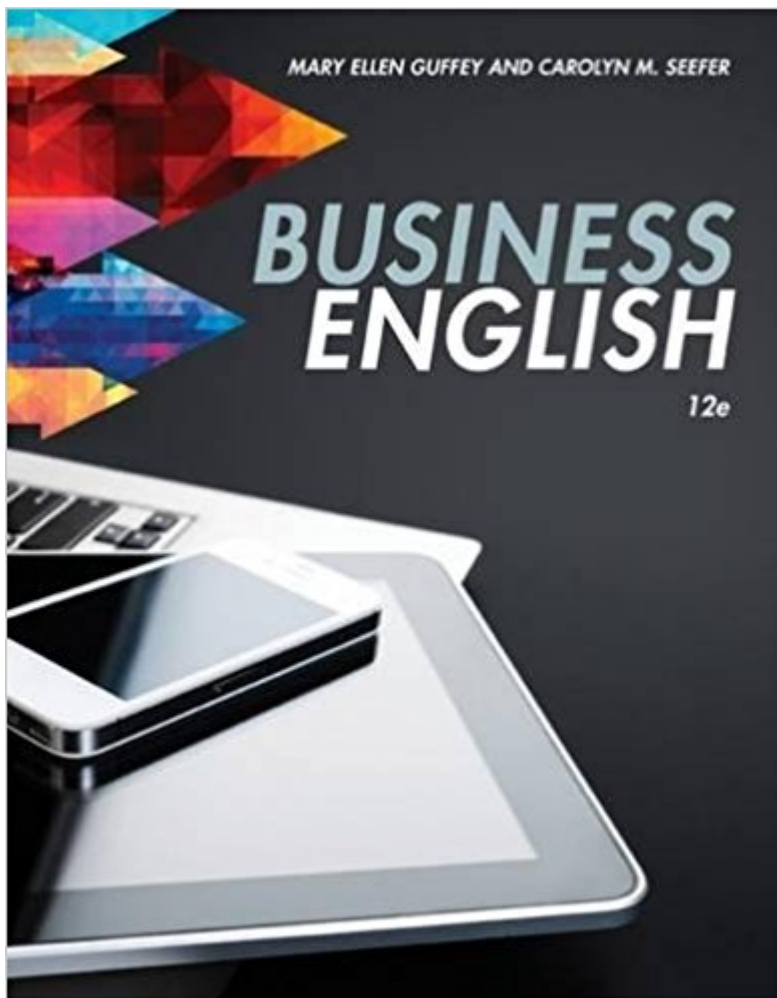


The book was found

Business English



Synopsis

Help students refresh and strengthen their language skills with the proven grammar instruction and extensive in-text and online resources found in BUSINESS ENGLISH, 12E by Mary Ellen Guffey and Carolyn Seefer. The market leader in grammar and mechanics since its first publication, BUSINESS ENGLISH uses a three-level approach to divide topics into manageable units and give you ultimate flexibility in your course. Now updated with contemporary examples of language use, this latest edition offers even more digital resources to ensure that students master key skills. Students complete Reinforcement Exercises where they receive the authors' feedback for every response. Packed with insights from more than 60 years of combined classroom experience, BUSINESS ENGLISH provides unparalleled support with a Instructor's Edition loaded with answers and ideas, as well as extensive PowerPoint slides ideal for both traditional and online environments, easy to organize, and valuable for students.

Book Information

Paperback: 504 pages

Publisher: South-Western College Pub; 12 edition (January 1, 2016)

Language: English

ISBN-10: 1305499867

ISBN-13: 978-1305499867

Product Dimensions: 10.8 x 8.4 x 0.8 inches

Shipping Weight: 2.2 pounds (View shipping rates and policies)

Average Customer Review: 3.6 out of 5 stars 9 customer reviews

Best Sellers Rank: #24,265 in Books (See Top 100 in Books) #61 in [Books > Textbooks > Business & Finance > Business Communication](#) #199 in [Books > Business & Money > Skills > Communications](#)

Customer Reviews

Get ahead with Guffey/Seefer's Business English

[View larger](#)

[View larger](#)

[View larger](#)

[View larger](#)

Real-world communication skills [Move](#)

beyond sentence-level exercises to develop your language skills with contextual business

documents in a digital environment, for writing e-mail messages, letters, reports, and social media postings. Social media margin notes emphasize writing professionally Margin notes

demonstrate how important it is to write correctly when using social media, including Facebook and Twitter. End-of-chapter reinforcement exercises strengthen new skills Completing the

Reinforcement Exercises enables you to apply your learning so that you can internalize and retain your new skills. Automatic feedback and answers are provided for every item so that you know immediately whether you have the right answer and why it was correct or incorrect. Pretests, post-tests, & unit reviews check your progress. Brief pretests, included with each chapter, preview concepts. Post-tests and Unit Reviews evaluate your own success in comprehending each chapter's topics.

#BeUnstoppable with MindTap English!

[View larger](#)

[View larger](#)

[View larger](#)

[View larger](#)

Tap into engagement

MindTap empowers you to produce your best work consistently. MindTap shows where you stand at all times both individually and compared to the highest performers in class.

MindTap is designed to help you master the material. Interactive videos, animations, and activities create a learning path designed by your instructor to guide you through the course and focus on what's important. MindTap is mobile. The MindTap Mobile App provides the mobility and flexibility for you to make any time study time. MindTap helps you stay organized and efficient. MindTap gives you the study tools to master the material.

Everything in One Place with MindTap English!

[View larger](#)

[View larger](#)

[View larger](#)

[View larger](#)

Perform better with MindTap

The more time spent in

MindTap, the better the results

Using MindTap throughout your course matters

Students

using apps perform better on assignments

A dedicated professional, Mary Ellen Guffey has taught business communication and business English topics for more than 35 years. She received a bachelor's degree, summa cum laude, from Bowling Green State University; a master's degree from the University of Illinois; and a doctorate in business and economic education from the University of California, Los Angeles (UCLA). She has taught at the University of Illinois, Santa Monica College, and Los Angeles Pierce College. Now recognized as the world's leading business communication textbook author, Dr. Guffey is the founding author of three award-winning textbooks: BUSINESS COMMUNICATION: PROCESS AND PRODUCT, ESSENTIALS OF BUSINESS COMMUNICATION, and BUSINESS ENGLISH. Each updated book continues to lead its market and, together, these books have helped hundreds of thousands of students around the world develop language skills. Dr. Guffey serves on the review boards of the Business and Professional Communication Quarterly and the Journal of Business

Communication, publications of the Association for Business Communication. She also participates in national meetings, sponsors business communication awards, and is committed to promoting excellence in business communication pedagogy and the development of student writing skills. Carolyn M. Seefer earned her undergraduate business degree and business education teaching credential from the University of Georgia and her MBA from John F. Kennedy University, where she graduated at the top of her class. She has been teaching business courses at the college level for almost 30 years. Since 1996, she has served as professor in the Business Administration Department of Diablo Valley College, a large community college in the San Francisco Bay Area. In addition to teaching a variety of business courses at Diablo Valley College, Professor Seefer is faculty advisor for Phi Beta Lambda, the DVC business club; is a member of the college Scholarship Committee; is her department's Academic Senate representative; serves as a mentor to new faculty; and is involved in developing procedures and guidelines for online teaching. She also recently took part in the college study abroad program, where she had the opportunity to teach in Florence, Italy, for a semester. In addition, Professor Seefer is an active member of the Association for Business Communication and has presented numerous times at ABC's annual conventions. Professor Seefer, who places great emphasis on student learning and achievement, has been named Teacher of the Year at three different colleges. She was most recently selected as the 2008-2009 Teacher of the Year for the Contra Costa Community College District.

Wow, we received a practically brand new book for our rental and saved a good chunk of cash over buying new. Thanks for having this option!

I would recommend this on a bigger tablet just to avoid having to zoom in a lot , but the book itself was great.

Was bent in the corner but other then that fast shipping and great quality

Did NOT come with access code. Save your money and buy a used one.

It's in great condition and I am very satisfied with my purchase

too expensive for a basic book and the access card is missing

Awesome book and fast shipping

Good condition

[Download to continue reading...](#)

ESL Business English: The essential guide to Business English Communication (Business English, Business communication, Business English guide) Business For Kids: for beginners - How to teach Entrepreneurship to your Children - Small Business Ideas for Kids (How to Start a Business for Kids - Business for children - Kids business 101) LEARN ENGLISH; HOW TO SPEAK ENGLISH FOR ESL LEARNERS: ENGLISH SPEAKING SKILLS FOR ENGLISH AS A SECOND LANGUAGE LEARNERS (LEARN ENGLISH FOR LIFE Book 14) Business Turnaround Blueprint: Take Back Control of Your Business and Turnaround Any Area of Poor Performance (A Business Book for the Hard-Working Business Owner) Spanish-English English-Spanish Pocket Medical Dictionary: Diccionario Médico de Bolsillo Español-Inglés Inglés-Español (Spanish to English/ English to Spanish Medical Dictionary) Spanish-English English-Spanish Medical Dictionary: Diccionario Médico Español-Inglés Inglés-Español (Spanish to English/ English to Spanish Medical Dictionary) Spanish-English English-Spanish Medical Dictionary: Diccionario Médico Español-Inglés Inglés-Español (Spanish to English/ English to Spanish Medical Dictionary) (Spanish Edition) Taiwan Business: The Portable Encyclopedia for Doing Business with Taiwan (Country Business Guides) Photography Business: "Making Money in the Music Business as a Photographer" and "How to Make Money and Grow Your Business with Portrait Parties" Business Plan Template: Complete Fill in the Blanks Sample Business Plan Proposal (With MS Word Version, Excel Spreadsheets, and 7 Free Gifts) (Starting A Business Book 2) Business Plan Writing Guide: How To Write Successful & Sustainable Business Plans (Business Plan Writing Guides Book 1) Business Valuation for Business Owners: Master a Valuation Report, Find the Perfect Business Appraiser and Save Your Company from the Looming Disasters That You Don't Yet Know About Business plan template and example: how to write a business plan: Business planning made simple Start Here: The World's Best Business Growth & Consulting Book: Business Growth Strategies from the World's Best Business Coach Business Plans that Work: A Guide for Small Business 2/E (Business Skills and Development) Food Truck Business: How To Start Your Own Food Truck While Growing & Succeeding As Your Own Boss (Food Truck, Food Truck Business, Passive Income, Food ... Truck Startup, Food Truck Business Plan,) Online Business from Scratch: Launch Your Own Seven-Figure Internet Business by Creating and Selling Information Online (Internet Business Series) Embroidery Business from

Home: Business Model and Digitizing Training Course (Embroidery Business from Home by Martin Barnes) (Volume 2) Analytics: Data Science, Data Analysis and Predictive Analytics for Business (Algorithms, Business Intelligence, Statistical Analysis, Decision Analysis, Business Analytics, Data Mining, Big Data) 99 Essential Business Idioms and Phrasal Verbs: Succeed in an English-Speaking Business Environment

[Contact Us](#)

[DMCA](#)

[Privacy](#)

[FAQ & Help](#)