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Offering the most current material on technology, etiquette, and listening skills as well as an unparalleled discussion of employment-related topics, this book is a workbook, and a Handbook of Grammar, Mechanics, and Usage: all-in-one package. This grammar-focused workbook comes packaged with Peak Performance Grammar and Mechanics CD 2.0. Extensive model documents, both in-text and in OneKey are the hallmark of the Bovee franchise. It will provide adequate preparation for those preparing to enter the challenges of the workplace in the 21st century. Covers a comprehensive understanding of business communication in today's workplace in relation to technology, etiquette, and listening skills as well as employment-related topics. For better understanding of business communication and business skills in today's workplace.