

essentials of business communication

8th edition

****Essentials of Business Communication 8th Edition: A Comprehensive Guide****

essentials of business communication 8th edition serves as a cornerstone resource for anyone eager to master the art of effective communication in the corporate world. Whether you're a student aiming to grasp the fundamentals or a professional looking to refine your communication skills, this edition offers a rich blend of theory, practical insights, and real-world applications. Let's dive into what makes this book a staple in business communication education and explore how it can transform your approach to conveying ideas in the workplace.

Understanding the Core of Essentials of Business Communication 8th Edition

At its heart, the 8th edition of Essentials of Business Communication emphasizes clarity, conciseness, and courtesy—three pillars that define successful communication in any business context. The authors have updated the content to reflect modern communication trends, including digital and cross-cultural communication, ensuring relevance in today's fast-paced business environment.

This edition carefully balances foundational communication principles with emerging technologies, such as social media platforms, email etiquette, and virtual meetings. Readers are guided through crafting messages that resonate with diverse audiences, whether they're drafting emails, proposals, reports, or presentations.

Why This Edition Stands Out

One of the standout features of the 8th edition is its integration of practical exercises that encourage active learning. Instead of passively reading about communication theories, users engage with real-life scenarios, role-playing exercises, and case studies that sharpen their skills. This experiential approach helps cement the concepts and prepares readers for actual business challenges.

Moreover, the book includes updated chapters on intercultural communication and ethical considerations, reflecting the increasing globalization of business. In a world where teams are often geographically dispersed, understanding cultural nuances and maintaining ethical standards is critical—and this edition addresses those needs head-on.

Key Components of Effective Business Communication Highlighted in the 8th Edition

Business communication isn't just about talking or writing well; it's about ensuring the message achieves its intended purpose. The Essentials of Business Communication 8th Edition breaks down the communication process into digestible parts that enhance understanding and application.

1. The Communication Process

Understanding how communication flows—from sender to receiver and back—is fundamental. This edition explains the components such as encoding, decoding, feedback, and noise, emphasizing how each can impact message clarity. Readers learn to anticipate potential barriers and develop strategies to overcome them, whether it's through choosing the right channel or tailoring the message to the audience.

2. Verbal and Nonverbal Communication

The book underscores that what is said is only part of the message. Body language, tone of voice, facial expressions, and even silence play significant roles in how communication is perceived. The 8th edition offers tips for aligning verbal and nonverbal cues to avoid misunderstandings and build trust.

3. Writing Business Messages

Effective writing is a cornerstone of business communication. The text delves deeply into crafting clear, concise, and compelling messages. It walks readers through planning, drafting, revising, and proofreading various business documents—ranging from memos and emails to proposals and reports.

Here, attention to detail such as tone, structure, and format is emphasized. The book also highlights the importance of adapting messages to the audience's needs and expectations, a skill vital for persuasion and relationship-building.

4. Listening and Feedback

Good communicators aren't just good speakers or writers—they are excellent listeners. The 8th edition offers strategies for active listening, understanding feedback, and using it constructively. This section helps foster a two-way communication flow that enhances collaboration and problem-solving.

Modern Communication Trends Covered in Essentials of Business Communication 8th Edition

As the business landscape evolves, so do communication methods. This edition has embraced these changes, making it a relevant guide for today's professionals who rely heavily on technology-driven communication.

Digital Communication and Etiquette

With the explosion of email, instant messaging, and video conferencing, understanding digital etiquette is non-negotiable. The book outlines best practices for professional online communication, including:

- Crafting concise and clear emails that get responses
- Managing tone and professionalism in text-based messages
- Effective virtual meeting strategies
- Social media use and brand management

Readers are also cautioned about common pitfalls like overusing jargon, neglecting proofreading, and failing to consider the permanence of digital communication.

Cross-Cultural Communication

Business is increasingly global, and the 8th edition prepares readers to navigate cultural differences gracefully. It explores how cultural backgrounds influence communication styles, decision-making, and conflict resolution. Tips include being aware of cultural norms, practicing empathy, and employing clear, jargon-free language to minimize misunderstandings.

Practical Applications and Skill-Building Exercises

What sets Essentials of Business Communication 8th Edition apart is its hands-on approach. It doesn't just present theory—it actively involves readers in practicing and refining their skills.

Case Studies and Real-World Examples

Throughout the book, case studies drawn from a variety of industries illustrate communication successes and failures. These examples help readers connect theory to practice and learn what works (and what doesn't) in actual business situations.

Writing Workshops and Role-Playing Activities

To build confidence, the book offers exercises that range from drafting emails to conducting interviews and negotiations. These activities encourage readers to apply concepts immediately, reinforcing learning.

Self-Assessment Tools

Self-awareness is crucial for communication improvement. The 8th edition includes quizzes and reflection prompts that help readers identify their strengths and areas for growth, enabling targeted skill development.

Why Mastering Essentials of Business Communication Matters

Strong communication skills are no longer optional—they're essential for career advancement and organizational success. Whether you're leading a team, pitching ideas to clients, or collaborating with colleagues across departments, the ability to convey your message clearly and persuasively can make a major difference.

The Essentials of Business Communication 8th Edition not only teaches you how to communicate but also why effective communication is vital for building relationships, fostering innovation, and driving results. Its comprehensive content ensures that readers are not just textbook learners but prepared communicators ready for real-world challenges.

By embracing the lessons from this edition, you're investing in a skill set that transcends industries and roles, equipping yourself to navigate the complexities of today's business environment with confidence and professionalism.

Frequently Asked Questions

What are the key topics covered in 'Essentials of

Business Communication, 8th Edition'?

The book covers essential topics such as effective business writing, communication strategies, email etiquette, presentation skills, intercultural communication, and professional ethics.

Who is the author of 'Essentials of Business Communication, 8th Edition'?

The author of 'Essentials of Business Communication, 8th Edition' is Mary Ellen Guffey.

How does the 8th edition of 'Essentials of Business Communication' differ from previous editions?

The 8th edition includes updated examples, contemporary business scenarios, enhanced digital communication techniques, and new chapters on social media and virtual communication.

Is 'Essentials of Business Communication, 8th Edition' suitable for beginners?

Yes, the book is designed for beginners and intermediate learners, providing clear explanations and practical exercises to build foundational business communication skills.

Does the book include digital communication practices?

Yes, the 8th edition incorporates modern digital communication practices including email, social media, and virtual meetings to reflect current business environments.

Are there any supplemental materials available with 'Essentials of Business Communication, 8th Edition'?

Yes, the book often comes with supplemental materials such as online resources, practice exercises, quizzes, and sometimes access to a companion website for additional learning.

What are some practical applications taught in 'Essentials of Business Communication, 8th Edition'?

The book teaches practical skills such as writing memos, reports, emails, delivering presentations, negotiating, and communicating across cultures effectively.

Can 'Essentials of Business Communication, 8th Edition' help improve professional writing skills?

Absolutely, it provides structured guidance on grammar, tone, clarity, and style tailored for business communication to enhance professional writing skills.

Does the book address intercultural communication challenges?

Yes, the 8th edition includes sections on intercultural communication to help readers understand and navigate communication in diverse business environments.

Is 'Essentials of Business Communication, 8th Edition' used in academic courses?

Yes, it is widely adopted in business communication courses in colleges and universities as a core textbook due to its comprehensive approach and practical focus.

Additional Resources

Essentials of Business Communication 8th Edition: A Professional Review

essentials of business communication 8th edition continues to establish itself as a foundational text for students and professionals alike, aiming to bridge the gap between theoretical concepts and practical application in the realm of modern business communication. As organizations increasingly rely on effective communication strategies to maintain competitive advantage, this edition offers a timely update that reflects contemporary challenges and trends in corporate communication.

The book's comprehensive coverage extends across verbal, non-verbal, written, and digital communication methods, providing readers with a multi-faceted understanding of how messages are crafted, delivered, and interpreted within business contexts. This review delves into the core features, pedagogical strengths, and areas for improvement in the 8th edition, while also positioning it within the broader landscape of communication textbooks.

In-depth Analysis of Essentials of Business Communication 8th Edition

Essentials of Business Communication 8th edition is authored with a clear intent to equip learners with essential communication skills that are critical in today's fast-paced corporate environment. The text integrates foundational principles with current technological advancements, making it particularly relevant for students preparing to enter digitally-driven workplaces.

One notable feature is the book's emphasis on clarity and conciseness in business writing. It systematically breaks down complex communication theories into digestible segments, allowing readers to grasp concepts without being overwhelmed. The inclusion of real-world examples and case studies enhances the practical understanding, shedding light on effective email etiquette, report writing, and presentation skills.

Moreover, the 8th edition incorporates sections dedicated to intercultural communication, recognizing the growing importance of global business interactions. This aspect is crucial as businesses expand across borders and engage with diverse teams. The text's discussion on cultural sensitivities and communication barriers adds depth, encouraging readers to develop empathy and adaptability in their communication styles.

Key Features and Updates in the 8th Edition

The latest iteration of Essentials of Business Communication introduces several updates and features that distinguish it from previous editions and competing textbooks:

- **Integration of Digital Communication Tools:** Updated chapters include guidance on virtual meetings, social media protocols, and digital collaboration platforms, reflecting the shift toward remote work environments.
- **Enhanced Visual Aids:** The use of infographics, charts, and sample communication templates helps in reinforcing learning and provides clear models for students to emulate.
- **Focus on Ethical Communication:** Ethical considerations in messaging, transparency, and corporate social responsibility are woven throughout the text, highlighting their significance in building trust.
- **Interactive Learning Elements:** Exercises at the end of chapters encourage critical thinking and application, fostering active engagement rather than passive reading.

These features collectively make the 8th edition a more holistic and practical guide compared to earlier versions, catering to a generation that demands both theoretical knowledge and hands-on skills.

Comparative Perspective: How It Stands Against Other Business Communication Texts

When compared to other popular business communication textbooks, the Essentials of Business Communication 8th edition holds its ground through a balanced approach of theory and practice. Unlike some texts that are heavily academic or overly simplistic, this edition strikes a middle path that is accessible yet rigorous.

For instance, compared to "Business Communication Today" by Bovee and Thill, which is known for its exhaustive detail and extensive case studies, Essentials of Business Communication offers a more streamlined narrative that may be better suited for shorter course timelines or introductory levels. On the other hand, it provides more contemporary digital communication insights than some older, less frequently updated texts.

This edition's modular structure supports flexible teaching, enabling instructors to tailor content according to course objectives. Additionally, its focus on ethical and intercultural communication provides an edge, reflecting current business priorities in diversity and corporate governance.

Core Components of Business Communication Covered

The Essentials of Business Communication 8th edition meticulously addresses several critical components that define effective communication in business:

Written Communication

The book delves deep into crafting clear, persuasive business documents such as memos, emails, proposals, and reports. It emphasizes tone, structure, and audience analysis, crucial for ensuring messages are not only received but also understood and acted upon. The inclusion of writing tips tailored for different formats enhances reader competence in adapting style and content accordingly.

Oral Communication and Presentation Skills

Recognizing the importance of face-to-face and virtual interactions, the text offers practical advice on public speaking, active listening, and non-verbal cues. It also explores the dynamics of group discussions and negotiations, equipping readers to engage confidently in diverse communicative scenarios.

Interpersonal and Cross-Cultural Communication

This edition brings to light the nuances of interpersonal communication within varied cultural contexts. It discusses strategies for overcoming language barriers, managing conflicts, and fostering collaboration in multinational teams. Such insights are invaluable in today's globalized business environment.

Technological Communication Trends

With the growing reliance on digital platforms, the book's exploration of social media communication, emails, and collaboration tools reflects contemporary workplace realities. It addresses both the opportunities and challenges posed by technology, including maintaining professionalism and managing information overload.

Strengths and Limitations

No textbook is without its limitations, and Essentials of Business Communication 8th edition is no exception. Its strengths lie in its clarity, relevant examples, and comprehensive coverage of modern communication channels. The book's approachability makes it suitable for a wide audience, from undergraduate students to early career professionals.

However, some readers might find the coverage of emerging communication technologies somewhat introductory, considering rapid advancements in artificial intelligence and automated communication tools. A deeper exploration of these cutting-edge technologies could enhance its future editions.

Additionally, while the book includes exercises and case studies, the interactivity could be expanded with more digital or multimedia resources to better suit today's digitally native learners.

Implications for Business Education and Practice

The Essentials of Business Communication 8th edition serves as a critical resource that aligns academic learning with real-world business demands. Its focus on ethical communication, cultural sensitivity, and technological literacy reflects evolving corporate priorities and prepares readers to navigate complex communication landscapes.

Incorporating this text into business curricula supports the development of communication competence that transcends mere information exchange — fostering strategic dialogue, relationship building, and leadership through effective messaging.

As businesses continue to adapt to global challenges and digital transformation, educational materials like this edition will remain integral in shaping agile communicators who can thrive across industries and cultures.

In summary, this edition of Essentials of Business Communication offers a solid, well-rounded foundation for mastering the art and science of business communication. It balances theoretical insights with practical tools, making it a valuable asset for anyone seeking to enhance their professional communication capabilities in a rapidly changing world.

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Mable Chan, 2020-01-06 This textbook provides a comprehensive introduction for students and professionals who are studying English for business or workplace communication and covers both spoken and written English. Based on up-to-date research in business communication and incorporating an international range of real-world authentic texts, this book deals with the realities of communication in business today. Key features of this book include: use of English in social media that reflects recent trends in business communication; coverage of the concept of communicative competence; analysis of email communication; introduction to informal English and English for socialisation as well as goodwill messages, such as thank you or appreciation messages, which are a part of everyday interaction in the workplace; examination of persuasive messages and ways to understand such messages; an e-resources website that includes authentic examples of different workplace genres and a reference section covering relevant research studies and weblinks for readers to better understand the topics covered in each chapter. This book goes beyond the traditional coverage of business English to provide a broad and practical textbook for those studying English in a workplace setting.

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Communication Mary Ellen Guffey, Dana Loewy, 2015 Strengthen your business communication skills with the streamlined presentation and unparalleled learning resources found only in the award-winning ESSENTIALS OF BUSINESS COMMUNICATION, 10E. This unique four-in-one learning package includes an authoritative text, practical workbook, grammar/mechanics handbook at the end of the book, and premium Web site. You learn basic writing skills and then apply these skills to a variety of e-mails, memos, letters, reports, and resumes. Realistic, updated model documents and new exercises and activities introduce the latest business communication practices. Extraordinary print and exercises help you build confidence as you review grammar, punctuation, and writing guidelines. You'll find increased coverage of professional social media communication, electronic messages and digital media. Innovative technology resources, including MindTap™, Aplia™, and Write Experience, help you refine the business communication skills essential for workplace success.

essentials of business communication 8th edition: Essentials of Business Communication, Eighth Edition Mary Ellen Guffey, 2010

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Communication Mary Ellen Guffey, 2009-01-13 This cost-effective textbook/workbook/handbook presents a streamlined approach to business communication that includes comprehensive Web resources and unparalleled author support for instructors and students. ESSENTIALS provides a four-in-one learning package: (1) authoritative text, (2) practical workbook, (3) self-teaching grammar/mechanics handbook, and (4) premium Web site (www.meguffey.com). Especially effective for students with outdated or inadequate language skills, ESSENTIALS offers extraordinary digital and printed exercises to help students build confidence as they review grammar, punctuation, and writing guidelines. Textbook chapters teach basic writing skills and then apply these skills to a variety of e-mails, memos, letters, reports, and resumes. Realistic model documents and structured writing assignments build lasting workplace skills. The Eighth Edition of this award-winning favorite features increased coverage of professionalism, employment communication, and communication technology in the workplace. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

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essentials of business communication 8th edition: Business Communication Liam Perry & Tyler Miller, 2018-12-24 Communication is one of the most important aspects of the business world. Professional men and women use communication for getting ahead, resolving interpersonal conflicts and working collaboratively with others to achieve unified goals. Since communication is

such a necessary business component, business people must familiarize themselves with communication techniques that will be most effective for them and their professional counterparts. The importance of communication skills can be seen when good, quality communication occurs that prevents misunderstandings, miscommunication and conflict. It produces productive work and performance which ultimately impacts the company's bottom line. Business Communication is any communication used to promote a product, service, or organization - with the objective of making sale. In business communication, message is conveyed through various channels of communication including internet, print (publications), radio, television, outdoor, and word of mouth. There is a good chance that you may not know what kind of listener you are. After all, until the topic arises, most people do not tend to think about the issue. So now is the time to think about it. There are different types of listeners out there, and learning about some of the different ways that people listen may help you use that information to improve your listening skills. This book covers all the aspects of Business Communication. It is hoped that this book will meet the requirements of teaching, training and development programme. Besides, the text will provide valuable guidance to any individual who is keen on improving his/her communication skills.

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chapter to clarify and highlight the key points • Case Study 1: It sets the stage for the areas to be discussed in the concerned chapter • Case Study 2: It presents real-world scenarios and challenges to help students learn through the case analysis method • Tech World: It throws light on the latest advancements in communication technology and how real-time business houses are leveraging them to stay ahead of their competitors • Communication Snippet: It talks about real organizations/people at workplaces, their on-job communication challenges and their use of multiple communication channels to gain a competitive edge • Summary: It helps recapitulate the different topics discussed in the chapter • Review and Discussion Questions: These help readers assess their understanding of the different topics discussed in the chapter • Applying Ethics: These deal with situation-based ethical dilemmas faced by real managers in their professional lives • Simulation-based Exercise: It is a roleplay management game that helps readers simulate real managers or workplace situations, and thereby enables students to apply the theoretical concepts • Experiential Learning: It provides two caselets, each followed by an Individual Activity and a Team Activity, based on real-time business processes that help readers 'feel' or 'experience' the concepts and theories they learn in the concerned chapter to gain hands-on experience • References: These are given at the end of each chapter for the concepts and theories discussed in the chapter

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home-based medical billing service. Based on her personal experience establishing her own at-home business, Kocsis shares detailed information including how to: Know if you are interested in this career Sell your skills Write letters and proposals Handle an interview Understand coding including diagnosis and procedure coding Determine insurance coverage eligibility Manage your business Schedule yourself Prepare the charts Submit the charges Bill your fee Providing examples of proposal, patient, insurance, and collection letters, Code from Home helps you understand the world of medical billing and collection and how to manage your at-home business to be profitable and successful.

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Courtland L. Bovee, John V. Thill, 2018 For courses in business communications. Students launch their careers using modern communication skills For the past two decades, business communication has been in a constant flux, with email, web content, social media, and mobile devices changing the rules of the game. Business Communication Essentials: A Skills Based Approach equips students with the fundamental skills for a career in the modern, mobile workplace. With a balance of basic business English, communication approaches, and the latest technology, the text covers writing, listening, and presentation strategies in a contemporary manner. In the 8th Edition, Bovee and Thill provide numerous exercises, tools, and online resources to prepare students for the new reality of mobile communications, and emerging trends, for a bright start in the business. Also available with MyLab Business Communication By combining trusted authors' content with digital tools and a flexible platform, MyLab personalizes the learning experience and improves results for each student. Note: You are purchasing a standalone product; MyLab Business Communication does not come packaged with this content. Students, if interested in purchasing this title with MyLab, ask your instructor to confirm the correct package ISBN and Course ID. Instructors, contact your Pearson representative for more information. If you would like to purchase both the physical text and MyLab Business Communication, search for: 0134890566 / 9780134890562 Business Communication Essentials: A Skills Based Approach Plus MyLab Business Communication with Pearson eText -- Access Card Package, 8/e Package consists of: 0134729404 / 9780134729404 Business Communication Essentials: A Skills Based Approach 0134827287 / 9780134827285 MyLab Business Communication with Pearson eText -- Component Access Card (1 semester)

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Marnina, Novika Amalia, Mutiana Nurmallasari B, Maru Mary Jones Panjaitan, Rias Wita Suryani, Wahyu Trimastuti, Rani Ratnasari, Sri Rahayu Juniati, Dias Andris Susanto, Fahmi Hidayat, Andri Fernanda, Tomi Arianto, 2024-08-12 In English Correspondences, the reader is drawn into a richly woven tapestry of letters exchanged between two estranged friends, book entitled English Correspondences which reconnect through a series of heartfelt correspondences. Set against the backdrop of contemporary English, this correspondence begins as a simple attempt to rekindle friendship after years of silence. As share in this chapters thoughts, dreams, and regrets, the letters reveal the complexities of their lives, including Eleanor's struggles with her career in the arts and journey through personal loss and rediscovery. Each letter serves as a window into their souls, exploring themes of love, forgiveness, and the passage of time. As the narrative unfolds, the letters become a catalyst for transformation, prompting both characters to confront their pasts and the choices that led them to this moment. Through this exchanges, they not only navigate this own emotional landscapes but also delve into the broader societal issues of identity, belonging, and the impact of technology on human connection. English Correspondences is a poignant exploration of friendship and the power of words to heal, reminding us that sometimes, the most profound connections can be found in the simplest of exchanges.

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Polly Kobleva, Luke Strongman, 2011-11 Research, Teaching and Learning presents ten essays which explore key factors in effective research teaching and learning practices, provide guidance for their implementation, and describe their benefits to academics and students in the Open and Distance Learning environment. The authors have written this book for the student, the academic

and the organisation in the Open and Distance Learning paradigm, from a New Zealand and international perspective. This book provides a framework for the development and application of research, teaching, and learning for the academic within faculty and for managers of open and distance learning tertiary organisations.

essentials of business communication 8th edition: Collaborative Learning in a Global World Miri Shonfeld, David Gibson, 2018-11-01 The 21st century has brought about changes in every aspect of life through ubiquitous technology and Internet-based social media. The distances between cultures and continents have narrowed, the world has become flat, and multicultural work-teams composed of members from different countries have become a daily reality in global businesses. However, in many ways these global changes in work practices have only just begun to have an impact on education. To better prepare students for the information age, researchers and policy makers largely agree about the skills needed for shared knowledge construction. Indeed, the education systems in several different countries have begun to integrate these skills into teaching and learning and are placing a strong emphasis on their implementation (Melamed et al, 2010; Resta et al, 2011). In 2015 the OECD PISA exam for the first time, included assessment of collaborative problem-solving in its country-by-country comparison. Collaborative learning is not a trivial challenge nor is it intuitive for all teachers and learners. One must acquire and practice the essential skills in order to successfully work in a team. Consequently it is essential to train teachers in collaborative teamwork, as they must serve as role models for students. In addition, new tools and practices become available at a rate that outpaces the abilities of many higher education institutions to adopt and implement. This book surveys the current state of the field and provides theoretical guidance and practical examples to help meet the gaps in research, development and practice.

essentials of business communication 8th edition: Grateful Nation Ellen Moore, 2017-10-26 In today's volunteer military many recruits enlist for the educational benefits, yet a significant number of veterans struggle in the classroom, and many drop out. The difficulties faced by student veterans have been attributed to various factors: poor academic preparation, PTSD and other postwar ailments, and allegedly antimilitary sentiments on college campuses. In *Grateful Nation* Ellen Moore challenges these narratives by tracing the experiences of Iraq and Afghanistan war veterans at two California college campuses. Drawing on interviews with dozens of veterans, classroom observations, and assessments of the work of veteran support organizations, Moore finds that veterans' academic struggles result from their military training and combat experience, which complicate their ability to function in civilian schools. While there is little evidence of antimilitary bias on college campuses, Moore demonstrates the ways in which college programs that conflate support for veterans with support for the institutional military lead to suppression of campus debate about the wars, discourage antiwar activism, and encourage a growing militarization.

essentials of business communication 8th edition: Email Discourse Among Chinese Using English as a Lingua Franca Yuan-shan Chen, Der-Hwa Victoria Rau, Gerald Rau, 2015-10-24 This edited volume makes a valuable contribution to the burgeoning research field of English as a lingua franca. In a pioneering step, the collection is exclusively devoted to the English email discourse of Chinese speakers. The studies address innovative topics related to various contexts and relationships, using several different approaches and theories, which taken together shed light on how English serves as a lingua franca in multiple types of global written communication. The research topics presented are organized into four thematic sections, including emails from students to professors, emails from students to the international academic community, emails from peer to peer, and emails at the workplace. This collection of empirical research invites readers to consider the special features of apologies, requests, terms of address, politeness, and discourse organization, and how cultural differences may affect the use or interpretation of each. Throughout the book, readers will also discover how Chinese speakers use special features and strategies to construct their identity, establish relationships, and achieve successful communication in English. This highly informative, thought-provoking book also provides insights on methods for teaching email discourse using English as a lingua franca and suggests directions for future research.

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