



Communicating for Results: A Guide for Business and the Professions

By Cheryl Hamilton



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This best-selling text will show you the basic concepts and techniques you need to successfully communicate in today's business world, regardless of your current level of business experience. Covering every aspect of the communication process, COMMUNICATING FOR RESULTS: A GUIDE FOR BUSINESS AND THE PROFESSIONS, Tenth Edition, will give you a competitive edge in any business situation--from the initial interview to making skilled presentations (complete with professional visual aids) to assuming a leadership role. In addition, you'll find online video clips of common professional scenarios paired with the concepts from the text give you a realistic glimpse into the business world. COMMUNICATING FOR RESULTS: A GUIDE FOR BUSINESS AND THE PROFESSIONS, Tenth Edition, is your opportunity to see how theory translates into practical action--and how that knowledge will help you improve your chance of career success!

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Editorial Review

About the Author

Cheryl Hamilton, an author well known for her writing style and award-winning teaching, is professor emeritus at Tarrant County College-NE Campus in the Communication Arts Department where she served as department chair and communication professor and continues to teach each fall semester to stay close to students and try out new textbook material. Her numerous awards -- including the Chancellor's Award for Exemplary Teaching -- show her love of teaching. Although she specialized in business communication and public speaking, Dr. Hamilton taught more than 10 different communication courses. Throughout her career, she served as mentor to many beginning teachers; presented more than 40 papers at national conferences; conducted numerous seminars for large and small corporations; served on multiple educational committees; and authored two additional texts -- THE ESSENTIALS OF PUBLIC SPEAKING and COMMUNICATING FOR SUCCESS. An Illinois native, Dr. Hamilton received her bachelor's degree from Eastern Illinois University, her master's degree from Purdue University, and her doctoral degree from the University of North Texas.

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