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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.

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Business Jargons Business Communication Process Communication Process Definition: The Communication is a two-way process wherein the message in the form of ideas, thoughts, feelings, opinions is transmitted between two or more persons with the intent of creating a shared understanding .

Communication Process - Business Jargons

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What is Business Communication? Why Do You Need It?

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