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A dedicated professional, Mary Ellen Guffey has taught business communication and business English topics for more than 40 years. She received a B.A., summa cum laude, from Bowling Green State University; an M.A. from the University of Illinois; and Ph.D. in business and economic education from the University of California, Los Angeles (UCLA).

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Previously published: 2010, 10th ed., annotated instructor's ed.

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