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She also wrote Business and Administrative Communication (6th ed., Irwin/McGraw-Hill, 2003), The Irwin Business Communication Handbook: Writing and Speaking in Business Classes (1993), and co-edited Conducting Research in Business Communication (1988). Her consulting clients included URS Greiner, Abbott Laboratories, the Ohio Civil Service Employees Association, AT&T, and the American Medical ...

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Business Communication: Making Connections in a Digital World, 11/e by Lesikar, Flatley, and Rentz provides both student and instructor with all the tools needed to navigate through the complexity of the modern business communication environment.

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Lesikar and Flatley's, Basic Business Communication (BBC): Skills for Empowering the Internet Generation, has long been known as a solid introductory business communication book that gets to the writing skills sooner than most other texts and gives students true 'how-to' skills in all areas of business communication. It has solid examples, and is both consumer-and service-oriented. Its strength has also been its use of margin notes, cartoons and photos that relate to the concepts and use of cases. Recent editions have established BBC as truly cutting edge; it was the first text in the market with PowerPoint as part of its package, the first to have an online chapter, and with the 9th Edition is now the first to offer writing tips and templates for PDAs (personal digital assistants).

Lists and describes the various types of general business reference sources and sources having to do with specific management functions and fields

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