

Required Resource

Text

Baack, D. (2012). *Management communication*

([https://ashford.instructure.com/courses/37687/external_tools/retrieve?](https://ashford.instructure.com/courses/37687/external_tools/retrieve?display=borderless&url=https%3A%2F%2Fcontent.ashford.edu%2Fti%3Fbookcode%3DAUBUS600.12.2)

[display=borderless&url=https%3A%2F%2Fcontent.ashford.edu%2Fti%3Fbookcode%3DAUBUS600.12.2](https://ashford.instructure.com/courses/37687/external_tools/retrieve?display=borderless&url=https%3A%2F%2Fcontent.ashford.edu%2Fti%3Fbookcode%3DAUBUS600.12.2)) . Retrieved from <https://ashford.content.edu>

- Chapter 3
- Chapter 4

Recommended Resource

Web Page

Mind Tools. (n.d.). **How good are your communication skills?**

(https://www.mindtools.com/pages/article/newCS_99.htm) Retrieved from

http://www.mindtools.com/pages/article/newCS_99.htm

- This interactive site provides an opportunity to assess your communication skills and may assist you in the Communication Skills Assessment assignment this week.

Accessibility Statement (<https://www.mindtools.com/accessibility.html>)

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