

Accredited Accounting Technician Examination

Paper 2 – Business Communication and Organization and Management

Recommended reading list

Essential reading:

	<u>Author</u>	<u>Title</u>	<u>Publisher</u>
1)	Dr. K.C. Li	Business Communication and Organization and Management	Pearson Education South Asia Pte Ltd.

Additional reading:

	<u>Author</u>	<u>Title</u>	<u>Publisher</u>
2)	Li, Kam Cheong	Effective Business Communication in English: A Practical Approach (2 nd Edition)	Prentice Hall
3)	Kitty Locker, Stephen Kaczmarek	Business Communication: Building Critical Skills (4 th Edition)	McGraw-Hill /Irwin
4)	Courtland L. Bovée, John V. Thill	Business Communication Today (10 th Edition)	Prentice Hall
5)	Marilyn L. Satterwhite, Judith Olson-Sutton	Business Communication at Work (3 rd Edition)	McGraw-Hill/Irwin