



# Business Communication Text Comparison

Bovée/Thill  
***Business Communication Today 14e***

Newman  
***Business Communication: In Person, In Print, Online 10e***

## Mobile communication

Just as Bovée and Thill pioneered coverage of the social media revolution, they now lead the market with up-to-the-minute coverage of mobile business communication. And as with social media, the changes brought about by mobile run far deeper than the technology itself. Successful communication on mobile devices requires a new approach to planning, writing, and designing messages.

Major text sections on mobile:

- The Mobile Revolution
- The Rise of Mobile as a Communication Platform
- How Mobile Technologies Are Changing Business Communication
- Collaboration via Mobile Devices
- Business Etiquette Using Mobile Devices
- The Unique Challenges of Communication on Mobile Devices
- Writing Messages for Mobile Devices
- Designing Messages for Mobile Devices
- Optimizing Content for Mobile Devices
- Visual Media on Mobile Devices
- Creating Promotional Messages for Mobile Devices
- Integrating Mobile Devices in Presentations

This extensive hands-on advice is complemented with review and analysis questions on mobile topics plus communication cases that require students to craft messages for mobile devices.

26 mobile examples and model documents (not including generic/decorative photos)

Page 14 mentions that mobile technologies are available for communication, but according to the index, this is the only coverage of mobile communication.

## Before/after model documents

18 annotated before/after pairs that show students specific ways to improve messages and documents; in this edition, the annotations for most of these were extensively revised to help students see differences between ineffective and effective documents

1 pair (Figures 2 and 3 in Chapter 6)

## Professionalism

Chapter 1 introduces a six-part model of professionalism, emphasizing the communication aspects of excellence, dependability, teamwork, respect, enthusiasm, and ethical decision making. "The Art of Professionalism" highlight boxes explore specific elements in more detail.

Nothing directly comparable, although aspects of professionalism are discussed

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<b>Storytelling/ narrative technique</b>	<p>A growing number of business communicators recognize the power of storytelling, from simple tales in advertising to rich stories about organizational visions and values. BCT teaches narrative technique along with these special features:</p> <ul style="list-style-type: none"> <li>• Chapter 4's opening vignette about a creative consultancy that hired novelist Mohsin Hamid as chief storytelling officer</li> <li>• Writing the "story of you" as a way to visualize a career arc and prepare for the job search process</li> </ul>	No coverage, according to the index
<b>Résumés</b>	<p>Model résumés based on real-life job openings, showing students how to respond to important clues in job descriptions and how to adapt their résumé content to different opportunities; a new application message (Figure 19.3) coordinates with one of the résumés to show how to pair an application message with a résumé.</p>	Nothing comparable
<b>The Future of Communication</b>	<p>A new highlight box theme, "The Future of Communication," gives students a glimpse into fascinating technologies that could reshape business communication in the coming years: the Internet of Things, real-time translation, haptic communication, telepathy, virtual and augmented reality, gestural computing, smart communication bots, emotion recognition, and holograms</p>	Nothing comparable
<b>Free multimedia resources</b>	<p>"Learn More" media items connect students with dozens of online media items, including infographics, videos, presentations, podcasts, and articles that provide examples and insights from successful professionals to reinforce learning and extend the chapter material</p>	Nothing comparable within the text, but some materials are available on the author's blog (see next item)
<b>Instructor and Student Resources and Support Options</b>	<p><a href="#">Business Communication Headline News</a> Delivers curated ideas and examples, archived by subject. Currently more than 3,000 posts.</p> <p><a href="#">Real-Time Updates</a> Weekly multimedia content updates tied to specific business communication topics; instructors and students can subscribe chapter-by-chapter. Currently more than 6,000 posts that have attracted 2 million pageviews.</p> <p><a href="#">Bovee &amp; Thill's Business Communication Blog</a> with teaching tips and techniques, many with slides for classroom use.</p> <p>Instructor communities on <a href="#">Facebook</a> and <a href="#">LinkedIn</a></p> <p><a href="#">Online magazines on Scoop.it</a></p> <p><a href="#">Business Communication Web Search</a></p>	Author's blog ( <a href="http://www.amynewman.com">www.amynewman.com</a> ) offers original commentary on communication-related news items and company examples, sorted by chapter.

## Quick Reference Guide to Leading-Edge Coverage in *Business Communication Today*, 14th Edition

**Coverage of Digital, Social, and Mobile Media**  
(Many of these topics are integrated throughout the text. These page numbers are the primary coverage locations; please consult the subject index for more details.)

Topic	Page
Backchannel in presentations	477
Blogging and microblogging	214–220
Collaboration technologies	43–46
Community Q&A websites	214
Compositional modes for digital media	183–185
Content curation	213–214
Creating content for social media	212
Data visualization	242–244
Digital, social, and mobile media options	182–183
Email	186–189
Infographics	246
Instant messaging, text messaging, and workgroup messaging	190–192
Interview media	554–555
Meeting technologies	50–51
Mobile devices in presentations	498
Mobile etiquette	60
Mobile media	16–18, 108–109
Online and social media résumés	534–535
Online etiquette	59–60
Podcasting	196–197
Social communication model	15–16
Social networking	207–212
User-generated content	213
Web writing	195–197
Wikis	221
Writing and designing messages for mobile devices	22–25, 169
Writing persuasive messages for mobile media	346
Writing persuasive messages for social media	344–346

**Figures and Model Documents Highlighting the Use of Digital, Social, and Mobile Media**  
(Not including email, IM, or presentation slides)

Title	Number	Page
The Social Communication Model	1.7	15
Mobile Communication Tools	1.8	16
Wearable Technology	1.9	17
Mobile Communication: Opportunities and Challenges	1.10	19
Unethical Communication	1.11	27
Ethical Communication	1.12	28
Powerful Tools for Communicating Effectively	Feature	22–25
Shared Online Workspaces	2.2	44
Collaboration on Mobile Devices	2.3	45
Capturing Key Decisions and Discoveries from a Meeting	2.5	49
Virtual Meetings	2.6	50
Telepresence	2.7	51
Mobile Language Tools	3.3	83
Writing for Multilingual Audiences	3.5	88
Using Audience Analysis to Plan a Message	4.2	101
Media and Channel Choices: Written + Digital	4.4	107
Mind Mapping	4.5	114
Business Communicators Innovating with Mobile	Feature	110–111
Fostering a Positive Relationship with an Audience	5.1	127
Building Credibility	5.2	131
Plain Language at Creative Commons	5.3	135
Making Effective Word and Phrase Choices	5.4	137
Writing for Mobile Devices	5.6	145
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Designing for Mobile Devices	6.4	168
Compositional Modes: Status Updates and Announcements	7.1	185
Augmented Reality	7.2	186
Reader-Friendly Web Design	7.5	194
Writing for the Web	7.6	195
Mobile Podcasting	7.7	197
Community Building via Social Media	8.1	207
Business Applications of Blogging	8.2	217
Business Applications of Microblogging	8.3	219
Business Communicators Innovating with Social Media	Feature	210–211
Data Visualization	9.10	244
Geographic Information Systems	9.12	245
Infographics	9.13	247
Visual Displays on Mobile Devices	9.14	250
Framing Your Shots: Finding the Right Range	9.16	253
Framing Your Shots: Finding the Right Balance	9.17	254
Announcing Good News	10.6	278
Goodwill Messages	10.7	279
Internal Message Providing Bad News About Company Operations	11.6	310
Appealing to Audience Needs	12.1	331
Promotional Messages in Social Media	12.6	345
Executive Dashboards	14.3	393
Executive Summary	15.2	425
Nonlinear Presentations	16.3	465
Using Mobile Devices in Presentations	17.6	499
Mobile Job-Search Tools	18.2	519
Job Task Simulations	19.4	555
Interview Simulators	19.5	560