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By Jack P. Hoggatt, Jon A. Shank, James R. Smith

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### **Editorial Review**

#### **About the Author**

Dr. Jack P. Hoggatt is Department Chair for the Department of Business Communications at the University of Wisconsin-Eau Claire. He has taught courses in Business Writing, Advanced Business Communications, and the communication component of the university's Master in Business Administration (MBA) program. Dr. Hoggatt has held offices in professional organizations and has been received the Outstanding Post-Secondary Business Educator Award in Wisconsin. He has served as an advisor to local and state business organizations.

Dr. Jon A. Shank is a Professor of Education, Emeritus, from Robert Morris University in Moon Township, Pennsylvania. His contributions to the text include units on advanced correspondence, report formatting, spreadsheets, desktop publishing, business plans, communication skills, and emerging technologies.

Dr. James R. Smith is a Teaching Assistant Professor in the Department of Curriculum, Instruction and Counselor Education. He has held the positions of a secondary business and marketing teacher, North Carolina State Consultant for Business and Information Technology, and a local school system Career and Technical Education Administrator. Currently, he is the undergraduate and graduate program coordinator for the Business and Marketing Education teacher education program at NC State University.

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