

LEARNING GUIDE - NOTES

UNDERTAKE BUSINESS COMMUNICATION

7.1 Introduction

This unit specifies the competencies required to undertake business communication. It involves handling correspondences, maintaining human resource records, aligning response time to service charter, safeguarding confidentiality of information, implementing organization policies and managing communication on social media platforms.

7.2 Performance Standard

It involves handling correspondences, maintaining human resource records, aligning response time to service charter, safeguarding confidentiality of information, implementing organization policies and managing communication on social media platforms in line with the SOPs, as per the organization procedures, in line with service charter, within the organization and according to social media policies and procedures.

7.3 Learning Outcomes

7.3.1 List of Learning Outcomes

- a) Handle correspondances at the workplace
- b) Maintain human resource records
- c) Align response time to service charter
- d) Safeguard confidentiality of information
- e) Manage communication on social media platforms

Business Communication Lecture Guide

Lingsheng Yao



Business Communication Lecture Guide:

Embracing the Tune of Phrase: An Mental Symphony within **Business Communication Lecture Guide**

In some sort of taken by displays and the ceaseless chatter of instantaneous communication, the melodic elegance and mental symphony created by the published word frequently fade into the backdrop, eclipsed by the constant sound and disturbances that permeate our lives. However, located within the pages of **Business Communication Lecture Guide** an enchanting literary value filled with raw thoughts, lies an immersive symphony waiting to be embraced. Crafted by an outstanding composer of language, this captivating masterpiece conducts readers on an emotional journey, skillfully unraveling the hidden tunes and profound impact resonating within each carefully crafted phrase. Within the depths of this emotional review, we will discover the book is main harmonies, analyze their enthralling publishing style, and submit ourselves to the profound resonance that echoes in the depths of readers souls.

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