

Business Communication

B.C. derived from latin word "Communis". means Common.

- To pass on info. news or thoughts.
- To spread to another or others.

Dictionary meaning of comm. is to convey or exchange info & share ideas.

* Art of transmitting info, ideas & attitudes from one person to another.

* Comm. is important to everyone it's the only way through which we give & receive info.

Characteristics of Communication →

- It is a Process
- It is Dynamic
- Inevitable (जो भी जग है वो है)
- Meaning Based
- Intentional or Unintentional
- Systematic
- 2 way Process
- Social Process
- Continuous

Elements →

- Involves interaction & transaction meaningful interaction among human beings.

Business Communication Notes

Zhe Xu



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Planning Analyze Study your purpose lay out your writing schedule and then profile your audience your audience Analyze Study your purpose lay out your writing schedule and then profile your audience **Writing** Organize Define your main ideas limit the scope group your points and choose the direct or indirect approach **Compose** Control your style through level of formality and conversational tone Choose your words carefully so that you can create effective sentences and paragraphs **Completing** Revise Evaluate content and review readability editing and rewriting for clarity and conciseness **Produce** Use effective design elements and suitable delivery methods **Proofread** Review for errors in layout spelling and mechanics This text provides dozens of superb examples of the finished product including documents from such well known companies as Krispy Kreme Doughnuts Ace Hardware Target Office Depot Petsmart and Carnival Cruise Lines to name just a few Many documents are accompanied by a graphic describing how the three step process is applied and all include annotations in the margins that discuss precisely how to apply the principles presented in the text reasons that *Business Communication Today* is the most successful business communication textbook published in the past 50 years

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Unveiling the Power of Verbal Art: An Mental Sojourn through **Business Communication Notes**

In a world inundated with monitors and the cacophony of instant interaction, the profound power and mental resonance of verbal artistry usually fade into obscurity, eclipsed by the constant assault of noise and distractions. Yet, nestled within the lyrical pages of **Business Communication Notes**, a fascinating function of fictional brilliance that pulses with natural emotions, lies an unique trip waiting to be embarked upon. Published by way of a virtuoso wordsmith, that exciting opus manuals viewers on a mental odyssey, lightly revealing the latent potential and profound influence embedded within the intricate web of language. Within the heart-wrenching expanse with this evocative examination, we will embark upon an introspective exploration of the book is central subjects, dissect its charming publishing style, and immerse ourselves in the indelible effect it leaves upon the depths of readers souls.

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