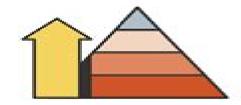
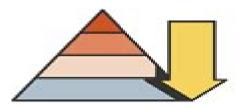
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Upward Communication

Information exchanged up the organizational hierarchy



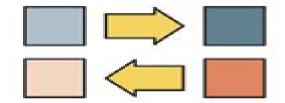


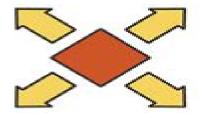
Downward Communication

Information exchanged from the top of the organizational hierarchy down

Lateral Communication

Information exchanged between peers or across teams





External Communication

Information exchanged with an outside organization

Basics Of Business Communication

Ross Figgins, Steven Golen, C. Glenn Pearce

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Basic Business Communication , Essentials of Business Communication Mary Ellen Guffey,2008 Basics of
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