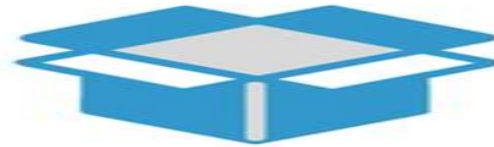


THE BASICS OF BUSINESS COMMUNICATION

WHO ARE YOU?

WHAT PRODUCT/SERVICE DO YOU OFFER?

Does it make sense?
What problem(s) does it solve?
What makes it different?



WHO IS YOUR AUDIENCE?

WHAT IS THEIR COMMUNICATION STYLE?

Do you know your audience?
Do you understand their style?
Do you edit to their style?

WHO IS AFFECTED?

WHO ARE YOUR KEY PERSONS?

Internal/Partners/Customers?
What communication stage are you in?
Who needs to know per stage?



WHAT IS YOUR PURPOSE?

WHAT DO YOU WANT TO ACHIEVE?

What should the audience know?
What should they feel?
What should they do?

DID YOU DELIVER?



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Basic Business Communication

Namita Gopal



Basic Business Communication:

Basic Business Communication , **Basic Business Communication** Raymond Vincent Lesikar, Marie Elizabeth Flatley, 2002 *Lesikar's Basic Business Communication* Raymond Vincent Lesikar, John D. Pettit, Marie Elizabeth Flatley, 1999 This revised eighth edition of the text focuses on writing skills and emphasizes the process of communication by explaining a concept and then illustrating this through an example *Basic Business and Administrative Communication* Elizabeth C. Annan-Prah, 2015-07-25 This book Basic Business and Administrative Communication is written with the ultimate aim of providing readers with basic business communication and administrative concepts The book considers communication as a vital tool to the success of every business and therefore presents in depth coverage of the following topics Overview of communication Models of communication Context levels media and barriers to communication Lines of communication Oral communication Non verbal communication Listening in business communication Essentials of effective business writing Written communication Job hunting preparing resumes and interview guidelines Meetings as an administrative function in organisations Requisites of valid meetings Roles of the secretary and chairperson at meetings Report writing The role of information communication technology in business communication The author recognises the importance of skill development and provides practical examples of business documents such as business letters memos and itinerary that readers can follow to create their own to maximise their effectiveness and contribute to organisational success The book is essential reading material for undergraduate and higher national diploma business students *Basic Business Communication* Raymond Vincent Lesikar, 1993-01-01 **Business Communication: Essential Strategies for 21st Century Managers, 2e** Verma Shalini, 2014 This book Business Communication Essential Strategies for Twenty first Century Managers brings together application based knowledge and necessary workforce competencies in the field of communication The second edition utilizes well researched content and application based pedagogical tools to present to the readers a thorough analysis on how communication skills can become a strategic asset to build a successful managerial career With the second edition Teaching Resource Material in the form of a Companion Website is also being provided This book must be read by students of MBA practicing managers executives corporate trainers and professors **KEY FEATURES** Learning Objectives They appear at the beginning of each chapter and enumerate the topics concepts that the readers would gain an insight into after reading the chapter Marginalia These are spread across the body of each chapter to clarify and highlight the key points Case Study 1 It sets the stage for the areas to be discussed in the concerned chapter Case Study 2 It presents real world scenarios and challenges to help students learn through the case analysis method Tech World It throws light on the latest advancements in communication technology and how real time business houses are leveraging them to stay ahead of their competitors Communication Snippet It talks about real organizations people at workplaces their on job communication challenges and their use of multiple communication channels to gain a competitive edge Summary It helps

recapitulate the different topics discussed in the chapter Review and Discussion Questions These help readers assess their understanding of the different topics discussed in the chapter Applying Ethics These deal with situation based ethical dilemmas faced by real managers in their professional lives Simulation based Exercise It is a roleplay management game that helps readers simulate real managers or workplace situations and thereby enables students to apply the theoretical concepts Experiential Learning It provides two caselets each followed by an Individual Activity and a Team Activity based on real time business processes that help readers feel or experience the concepts and theories they learn in the concerned chapter to gain hands on experience References These are given at the end of each chapter for the concepts and theories discussed in the chapter

Basic Business Communication Skills Margareta Petruț,2005 *Business Communication* Namita Gopal,2009

About the Book Communication skills have emerged as a major required skill set for young graduates and citizens in India today This book on Business Communication is geared to give the reader a comprehensive view about all aspects of communication oral written body language and technology based Business Communication forms a part of the syllabus of not only business related courses but also of other degrees and postgraduate programmes This book offers an in depth study and practice exercises that will help all to improve their communication skills to a great extent It is appropriately partitioned into various sections each of which is independent of each other The highlight of this textbook is that it also contains a section on communication equipment i e fax telephones video conferencing franking machines etc The section on grammar is interestingly divided into exclusive chapters on essential parts of good English knowledge The part on Internet technology and basic knowledge on Microsoft office is rarely found in other texts of business communication In all this book will be a valuable aid for students interested in academic pursuits as well as anyone else who wants to upgrade his her knowledge

Contents Part 1 Concepts of Communication Part 2 Business Communication Technology Part 3 Oral Communication Part 4 Written Communication Part 5 Using Software Applications the Internet Part 6 Grammar Part 7 Dictionary Usage Basic Business Communication: Skills For Empowering The Internetgeneration (Book Only) Lesikar,2005-04 **Lesikar's Basic Business Communication** Raymond Lesikar,1992-10-01 Basic Business Communication Raymond Vincent Lesikar,John D. Pettit (jr.),Marie Elizabeth Flatley,1992-09-01 *Organisation & Management And Business Communication* Sampat Mukherjee,2005 This Book Is A Sincere Attempt To Explain The Operating Functions Of Management And Tools Of Communications In A Simple And Lucid Language The Primary Object Of Writing This Book Is To Meet The Requirements Of C A Professional Examination One Students However This Book Will Also Be Very Useful For The Students Doing B Com M Com Mba And Other Professional Courses Even A Layman Who Is Interested In Knowing Basics Of Management Principles And Communication Skill Will Find This Book Extremely Useful *Catalog* Southwestern Indian Polytechnic Institute,

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