

BUSINESS COMMUNICATION

Short Answers and questions

Q.1 Define Communication?

Ans. Communication is an exchange of facts, ideas, opinions or emotions between two or more persons.

Q.2 Define Business Communication?

Ans. Business communications is a process of exchanging information for the purpose of conducting, expanding and promoting business.

Q.3 What is Internal Communication?

Ans. The exchange of information within an organization is called internal communication.

Q.4 Describe the patterns or channels of communication within internal channels?

Ans. There are two patterns or channels: these are formal and informal communication channels.

Q.5 What do you mean by Downward Communication?

Ans. The information that flows from the top management to the subordinates is called downward communication.

Q.6 What is Upward Communication?

Ans. The communication that flows from subordinates or workers to the superiors and management is called upward communication.

Q.7 Define Horizontal Communication?

Ans. The communication that is exchanged between the co-workers and departments of an organization is called horizontal communication.

Q.8 What is External Communication?

Ans. The communication that takes place between the people and organization outside an organization is called external communication.

Q.9 Define an Organization?

Ans. A group of people associated for business or other purpose is called organization.

Business Communication Questions And Answers

**Mary Ellen Guffey, Patricia
Rogin, Kathleen Rhodes**

Business Communication Questions And Answers:

Quick Win Business Communication 2e Dr Elizabeth P Tierney, 2023-09-29 **QUICK WIN BUSINESS COMMUNICATION** is written for business people who recognise how vital effective communication is to their own success and to the success of their organisations. While you are reading through the answers to your questions other business people may be discussing missions, goals, losses, profits, overheads, policies, budgets, loans, promotions, strategic plans, product development, training, hiring, technology, downsizing, takeovers, global competitiveness, office parties, desk arrangements, coffee breaks or office supplies. Imagine the implications if you can't understand what is being discussed online in webinars, boardrooms, offices or at lunch. Imagine the implications if your colleagues don't understand your views or are unable to articulate their own. Whether you are ordering paper for the copier or making long range hiring plans, if communication fails the outcome is confusion. Therefore let's examine ways of ensuring a happier outcome. There are six sections to this book. **Business Communication Essentials** covers some of the fundamental questions that business people have about what makes an effective communicator and why it matters. It also explains the communication process in theory and what may prevent you from being clear. **Business Communication Techniques** answers questions ranging from unblocking communication to the importance of valuing people and includes topics like the importance of word choices, organising your thoughts and the role and use of visuals. **Meetings**, **Writing**, **Offline Speaking** and **Achieving Business Communication Excellence** considers your ongoing development as an effective communicator. Updated **QUICK WIN BUSINESS COMMUNICATION** is designed so that you can dip in and out seeking answers to your top business communication questions as they arise. Answers to your queries can be located not only from the contents list but also by using the subject grid at the start of the book and by following the thread of cross references provided at the end of each Q A.

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Business Communication Today Courtland L. Bovée, John V. Thill, 2005 A book that addresses the need for skills building in today's competitive business environment. *Business Communication Today* has been completely revised and reworked to provide the most cutting edge information available on the market. Combining a solid foundation of communication fundamentals with practical advice and insights, readers will be effectively prepared for the challenges they'll face when entering the job market. Thorough coverage and thoughtful integration of business communication technology sets this book apart from the competition. Every essential technology is covered successfully, demonstrating the importance of business etiquette, teamwork, proper short communication, memos, email, instant messaging, etc., and effective business reports and proposals. An especially useful tool for those entering the job market, this book is also a must-read for corporate trainers, office managers, and others that need to utilize effective communications on a day-to-day basis.

Business Communication Mary Ellen Guffey, Patricia Rogin, Kathleen Rhodes, 2007 *Business Communication* A. C. Krizan, Patricia Merrier, Carol Larson Jones, 2002 The ability to communicate effectively is critical for student success in today's business environment. The new edition of this back-to-the-basics text was specifically designed to help students develop their communication skills. The authors offer complete coverage of fundamental business English topics and concepts with extensive practice and end-of-chapter review. Three chapters focus on essential oral and nonverbal communication skills. Facing-page models, a hallmark feature of this text, provide students with good and bad examples of business writing. This new edition also integrates technology throughout, using numerous Internet activities combined with a dedicated chapter on technology issues. Updated information on business and casual dress for interviews and electronic resumes helps students prepare for the realities of today's workplace.

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