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Topic

Difference between general and technical communication

General Communication



Technical Communication



Technical Communication



Technical Communication



1.

General communication is informal or unofficial discussion

Technical communication properly formal or official and all participants become attentive during technical conversation.

2.

There are no boundaries and barriers in general communication

Technical communication has boundaries and barriers of rules and regulations.

3.

Feeling and emotions are included in General communication

No place for feeling and emotions in technical communication. Only technical words are used.

4.

Habitually, simple topics are communicated in General communication, as current news, local-market, weather, politics, ideas, opinions, etc.

Technical communication discuss on serious topics which are not understood by common people, like Software solutions and programming and Enterprise Resource Planning etc.

Internal and External Communication

Internal Communication



External Communication



Internal Communication is to share or exchange the information between the employees of a company, between the members of any organization, between the units of the company and between the various departments of a company.

Internal Communication takes place through letter, notice, email, meeting, group discussion, phone call, direct order etc.

External Communication is the giving out of information between

the companies or organizations,
between the costumer and
company.

Usually, it is official that's why
correctly documented.

It's being with general public,
customers, dealers, investors,

suppliers, clients, government
agencies etc.

The tools of external communication
are brochures, newsletters, posters,
advertisements, financial records,
press releases etc.

Thanks