NAME – ARPAN MONDAL

DESIGNATION – SENIOR ANALYST

TOPIC – WHY AND WHAT OF COMMUNICATION

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* **WHAT IS COMMUNICATION?**

Communication is the way of expressing someone’s thought to other.

* **TYPES OF COMMUNICATION?**
* **PIE – CHART**
* **WHY TO COMMUNICATE**

We communicate for the following reasons.

* Amid in a relationship
* To express ourselves
* Entertainment
* **WHAT IS INFORMAL & FORMAL COMMUNICATION?**

Informal Communication is the communication which happens between our siblings, parents, and friends whereas the formal communication happens between our HODS, BOSS etc.

* **WHAT IS BUSINESS COMMUNICATION?**

Business communication is a type of formal communication which happens between our clients or in the office.

* **DIFFERENCE B/W BUSINESS & INFORMAL COMMUNICATION?**

In business communication we have to express our views more consciously where as in Informal we can more friendly to each other.

* **DON’T’S IN BUSINESS COMMUNICATION?**
* Emotion
* Assumption