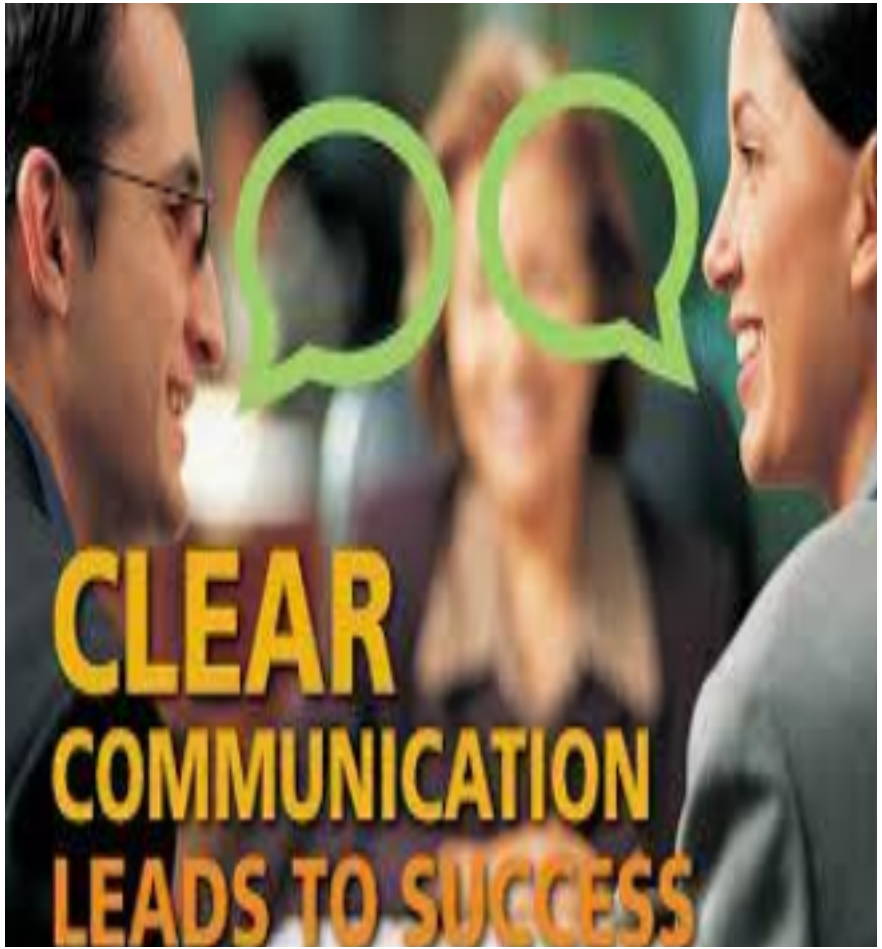
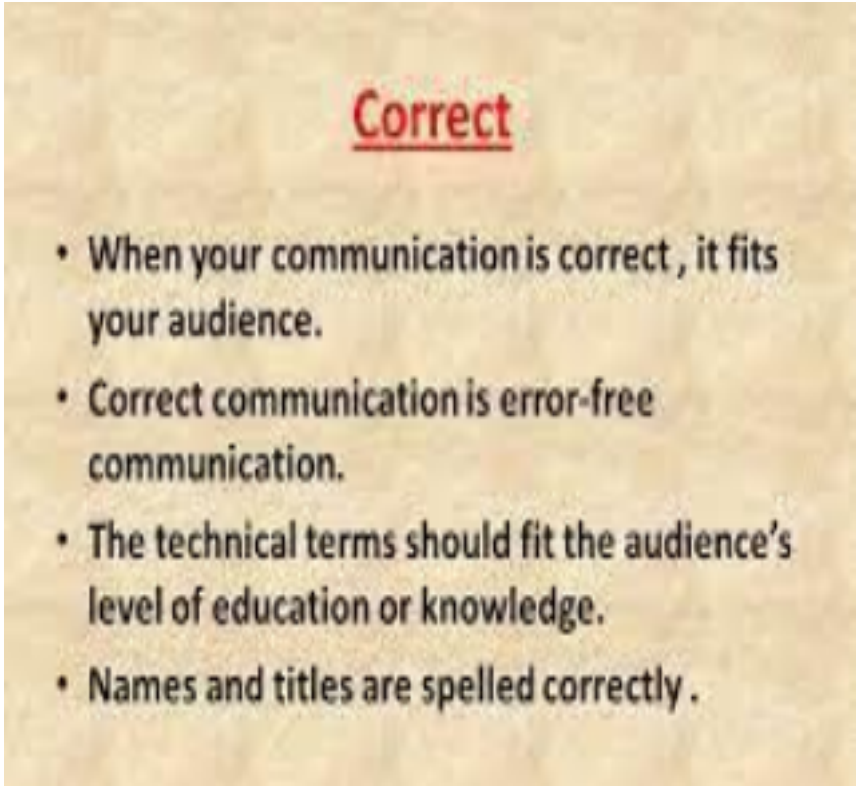
UNIT-2

Correct
Complete
Clear
7 C's of Communication
Concrete
Courteous
Concise
Consideration

7C’s of Communication-Clear



7C's of Communication-Correct



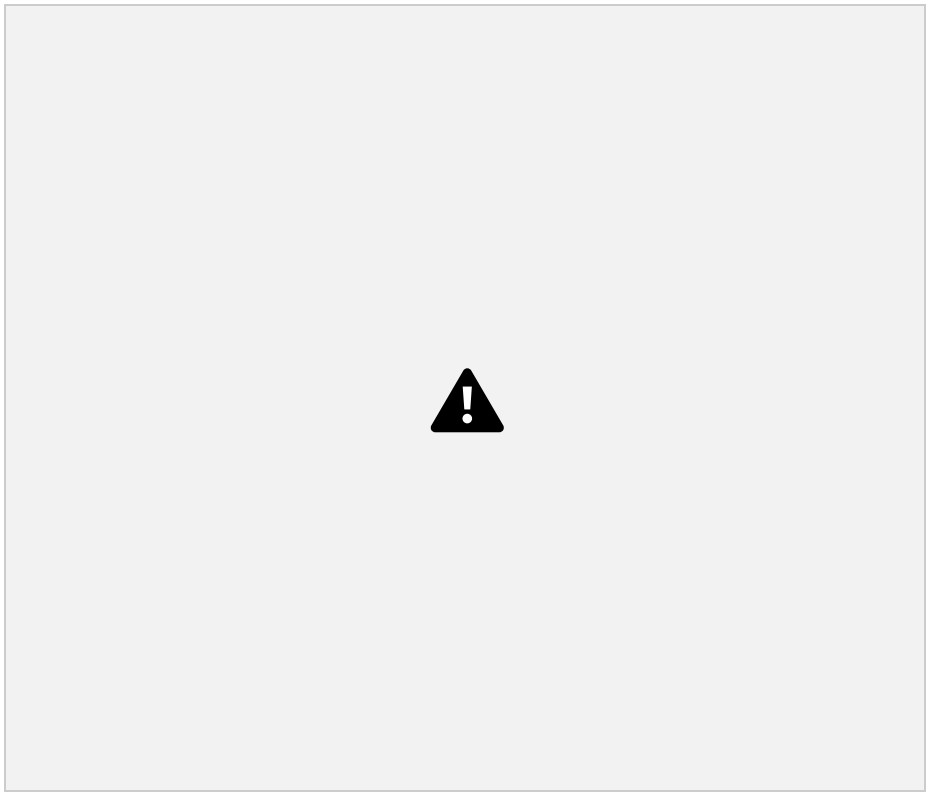
7C's of Communication-Complete

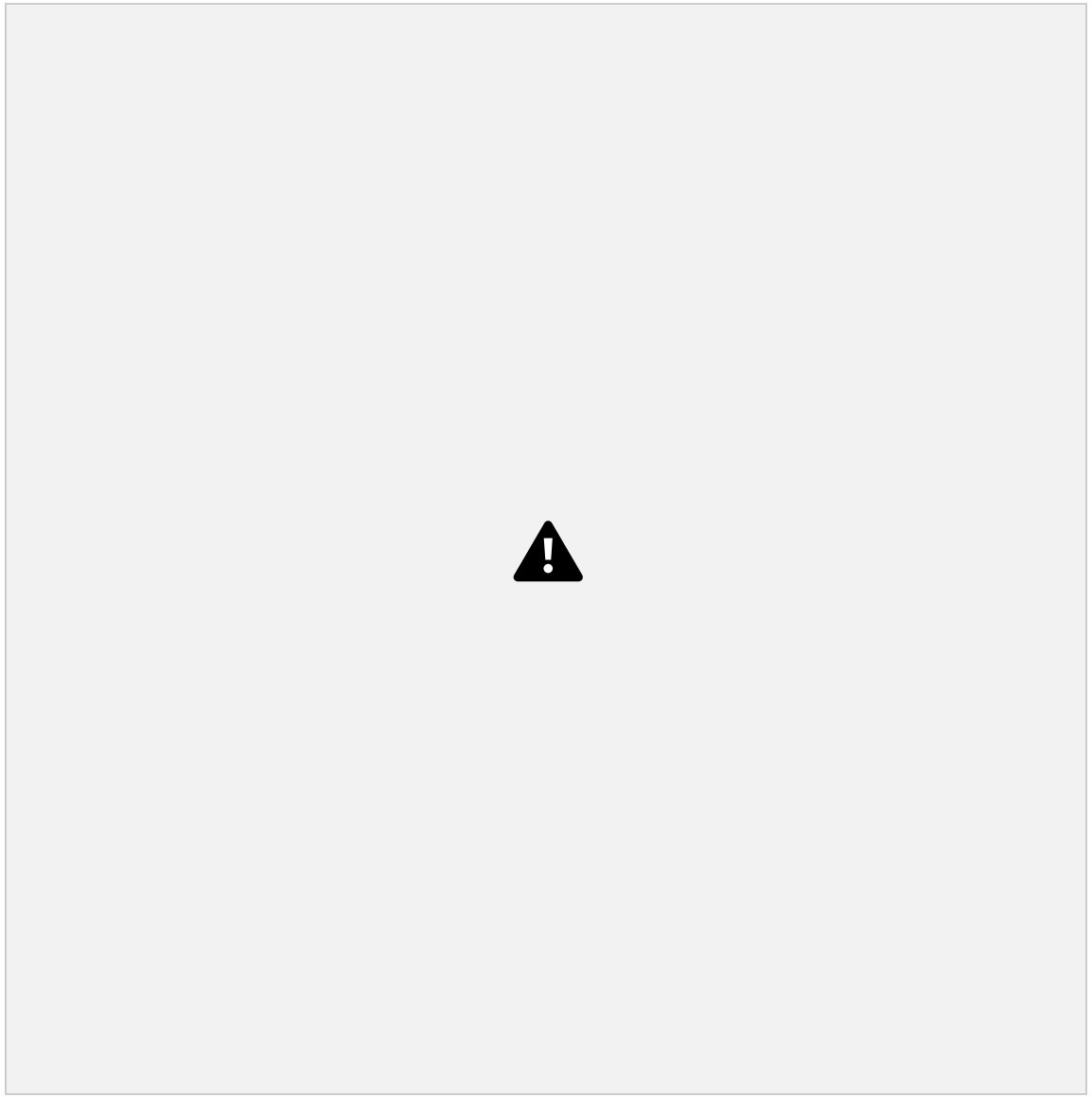
7C's of Communication-Concrete

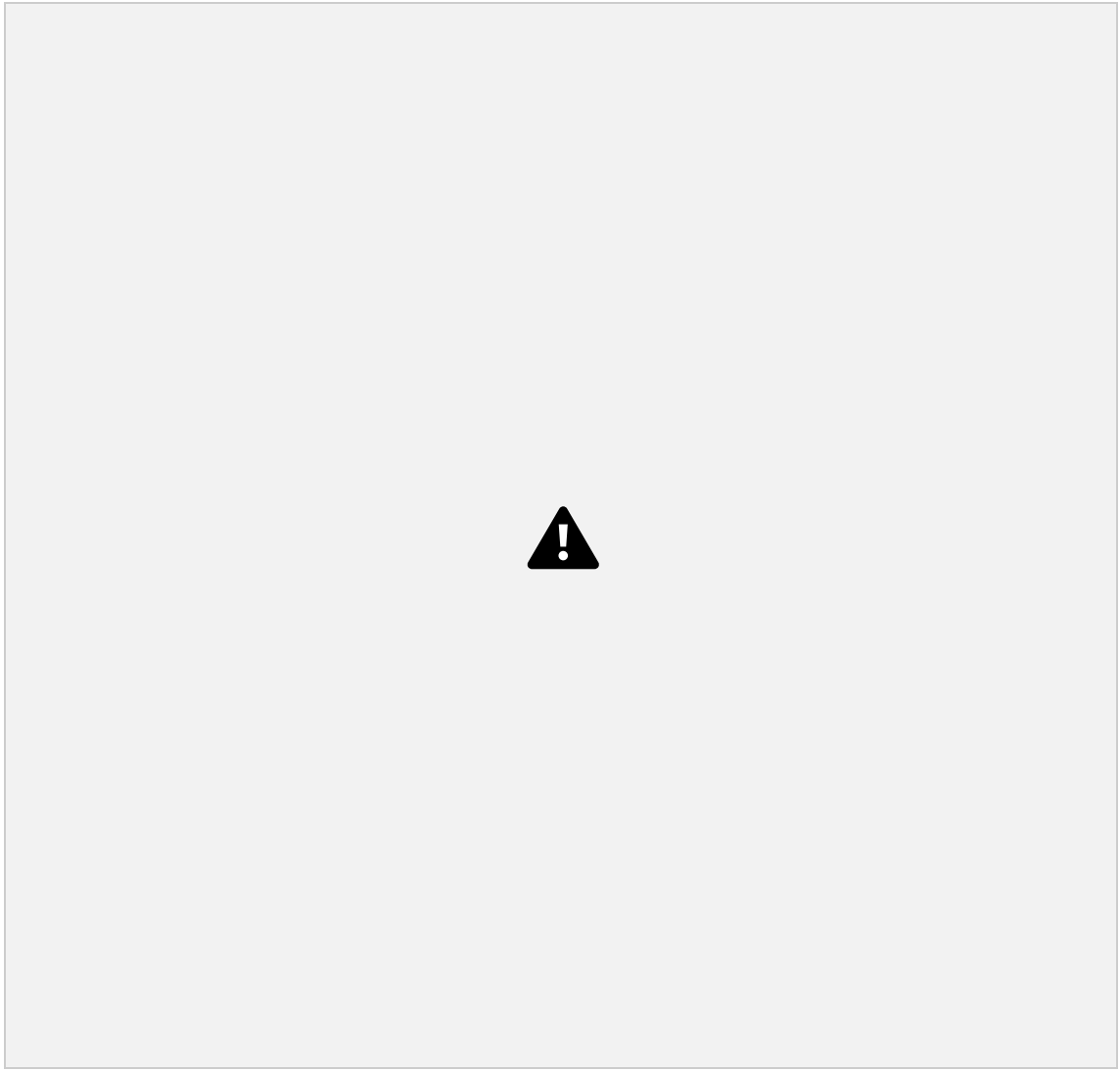
7C's of Communication-Concise

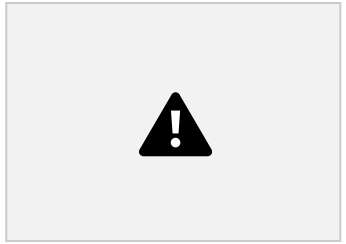
7C's of Communication Consideration

7C's of Communication-Courteous









Introduction

IMPORTANCE OF BUSINESS CONVERSATIONS

1.

2.

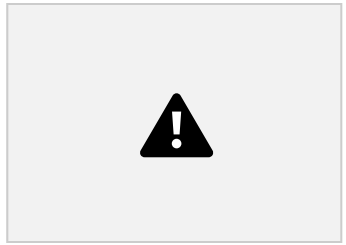
3.

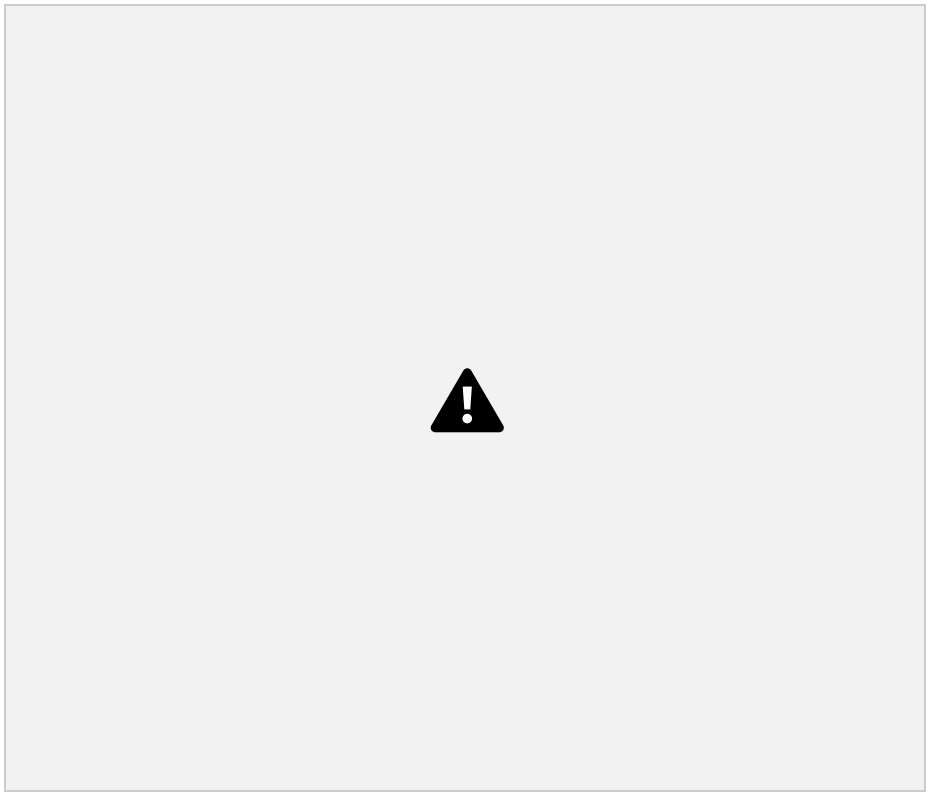
4.

5.

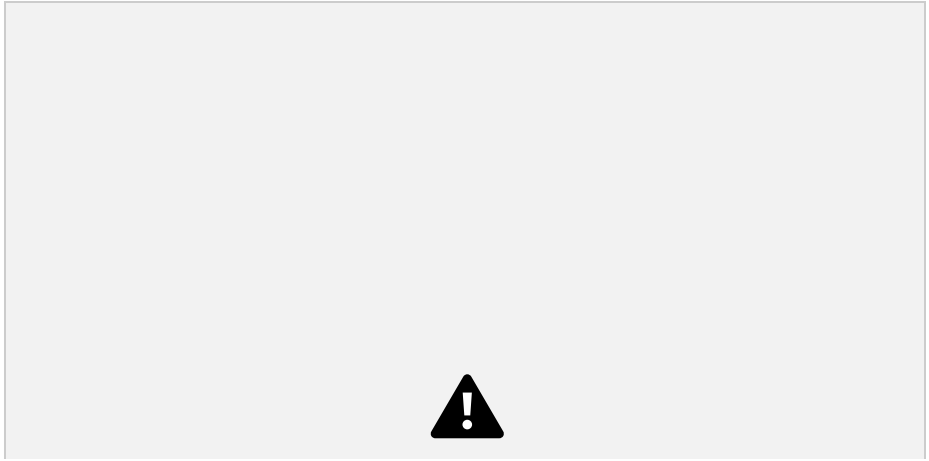
6.

Types of Conversations





Types of Conversations

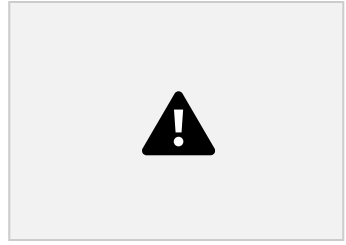


Types of Conversations

Types of Conversations

Types of Conversations

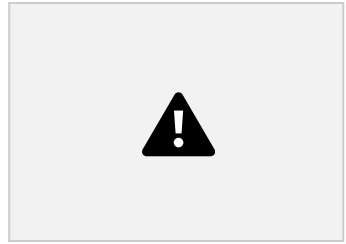
Types of Conversations

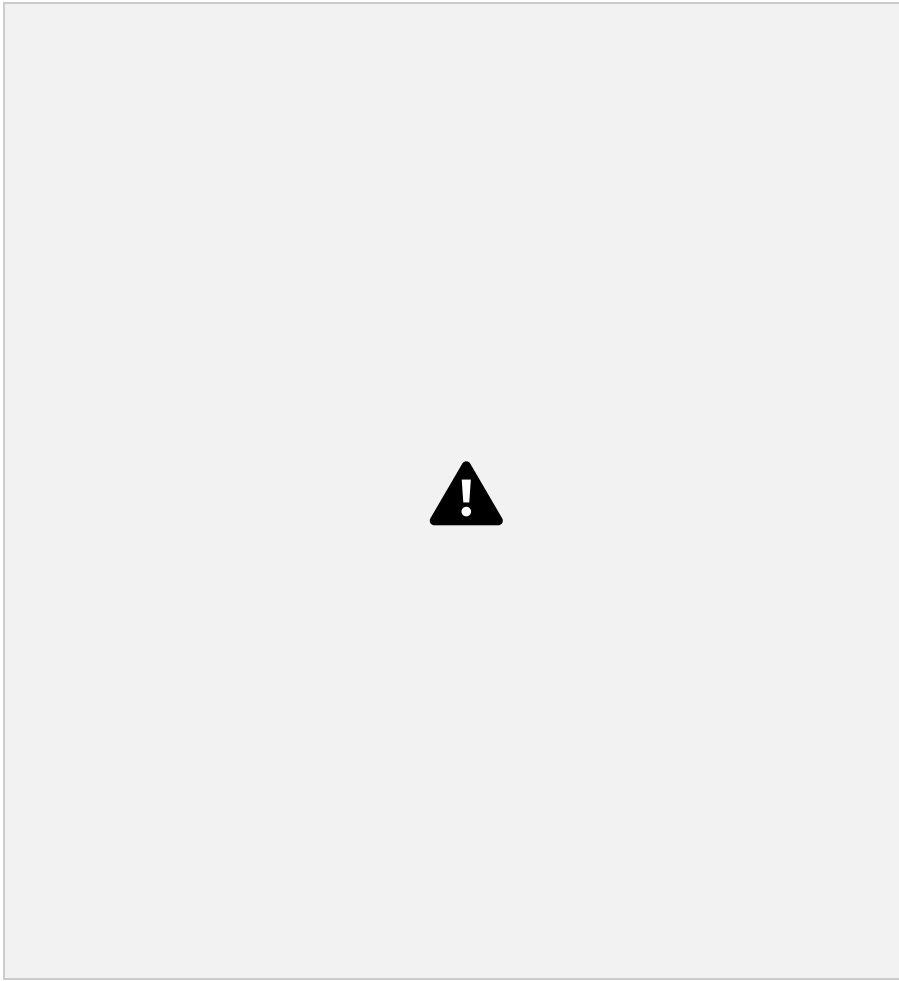


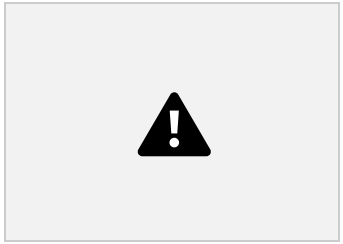
ESSENTIALS OF A BUSINESS CONVERSATION

1.

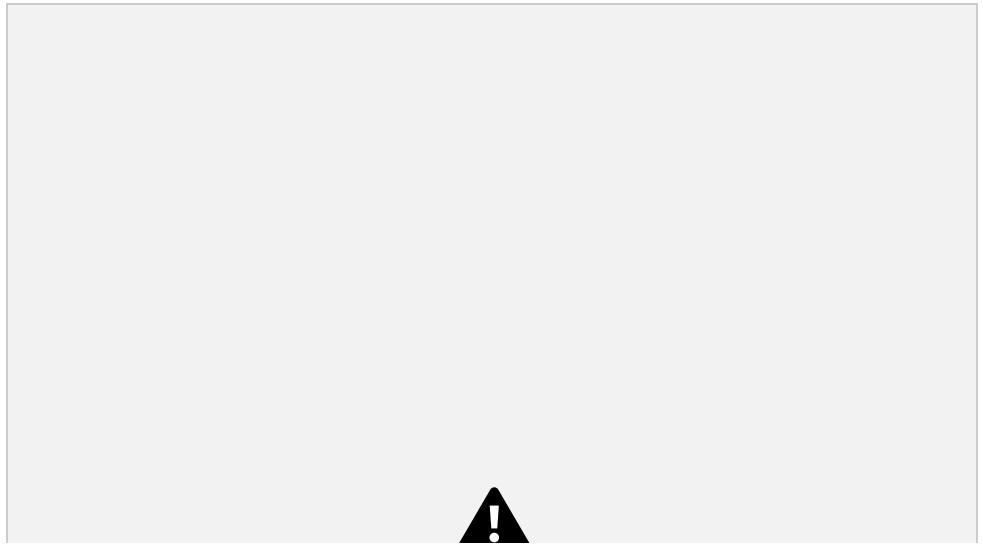
ESSENTIALS OF A BUSINESS CONVERSATION

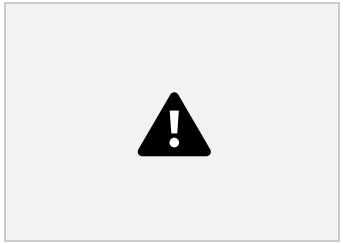




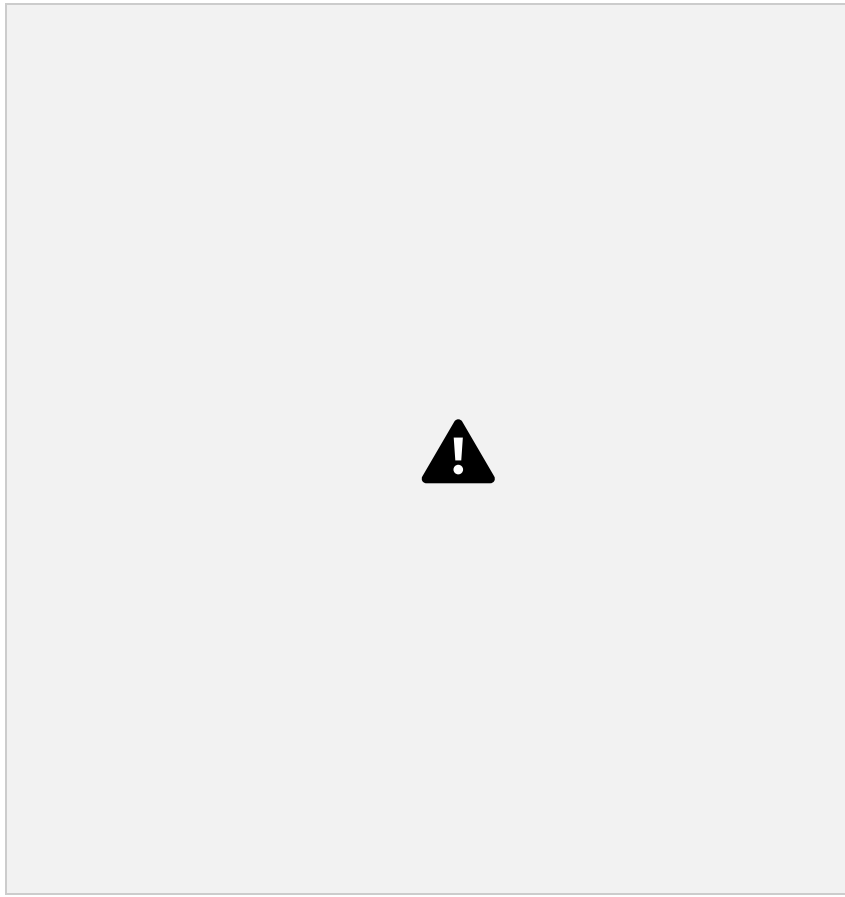


ESSENTIALS OF A BUSINESS CONVERSATION

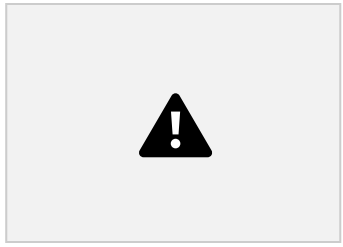


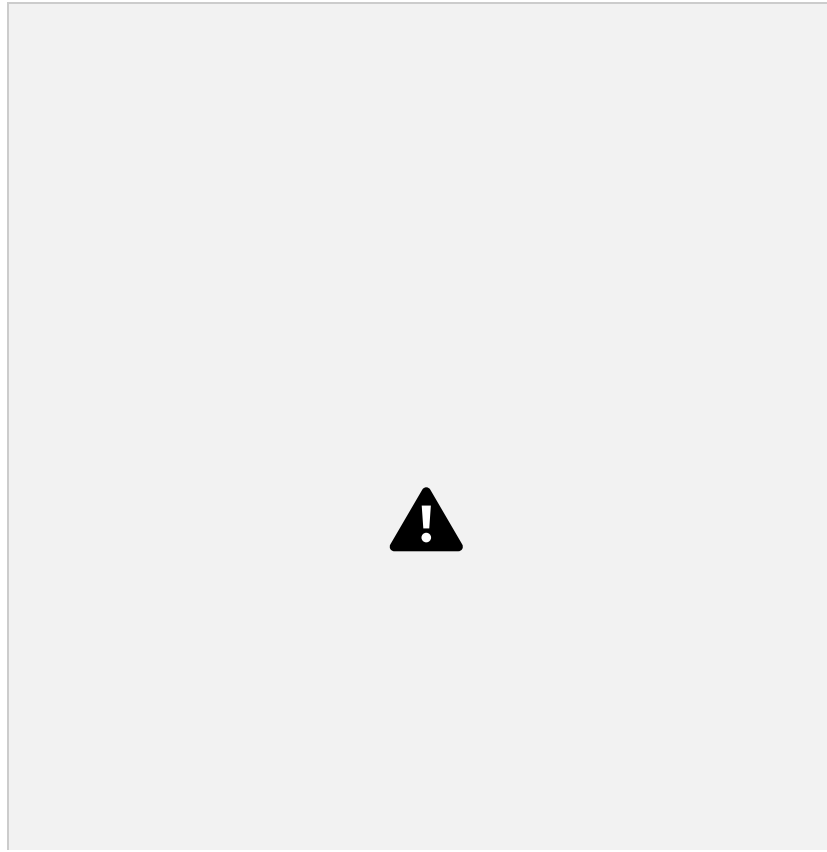


ESSENTIALS OF A BUSINESS CONVERSATION



ESSENTIALS OF A BUSINESS CONVERSATION





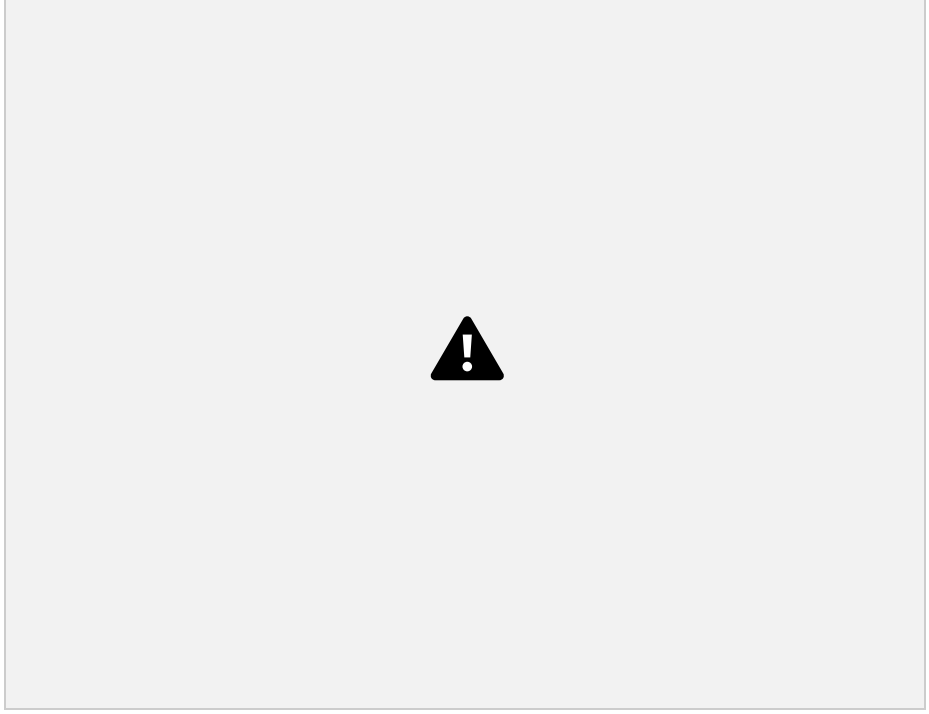
Conversation Management(It deals with how to make any conversation successful)

1.

Conversation Management(It deals with how to make any conversation successful)

Conversation Management(It deals with how to make any conversation successful)

Conversation Management(It deals with how to make any conversation successful)

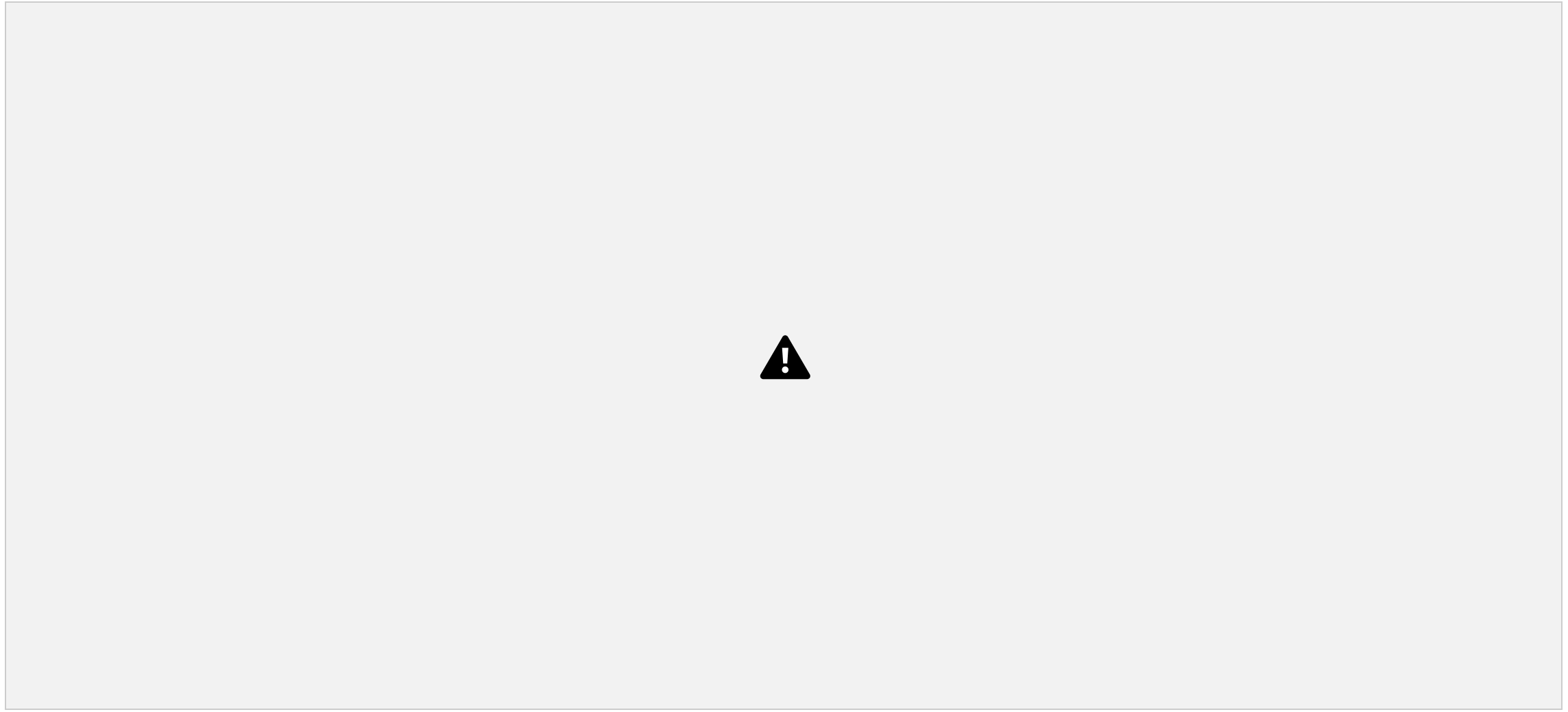


Conversation Management(It deals with how to make any conversation successful)

MEETINGS-MEANING

MEETINGS-MEANING

PURPOSE OF MEETING



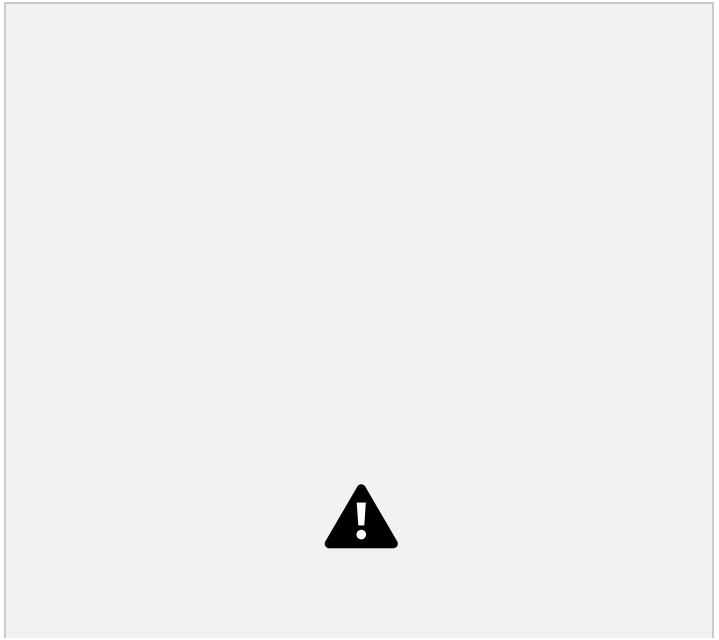
PURPOSE OF A MEETING

1.

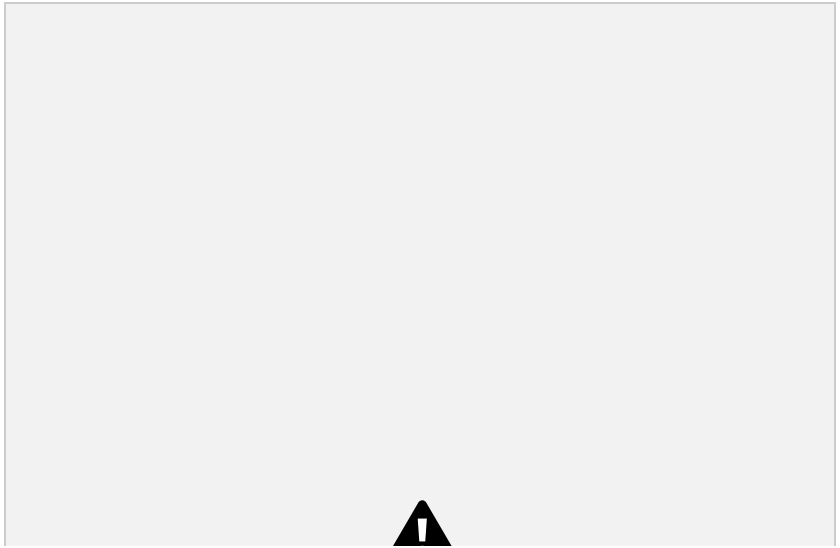
2.

PURPOSE OF A MEETING

PLANNING A MEETING



PLANNING A MEETING

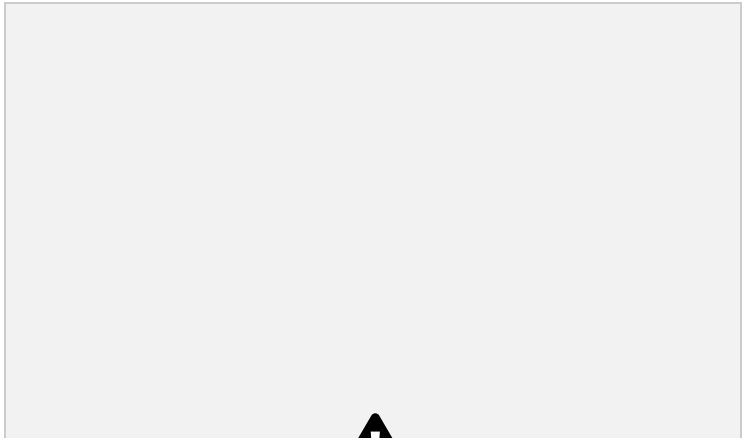


1.

2.

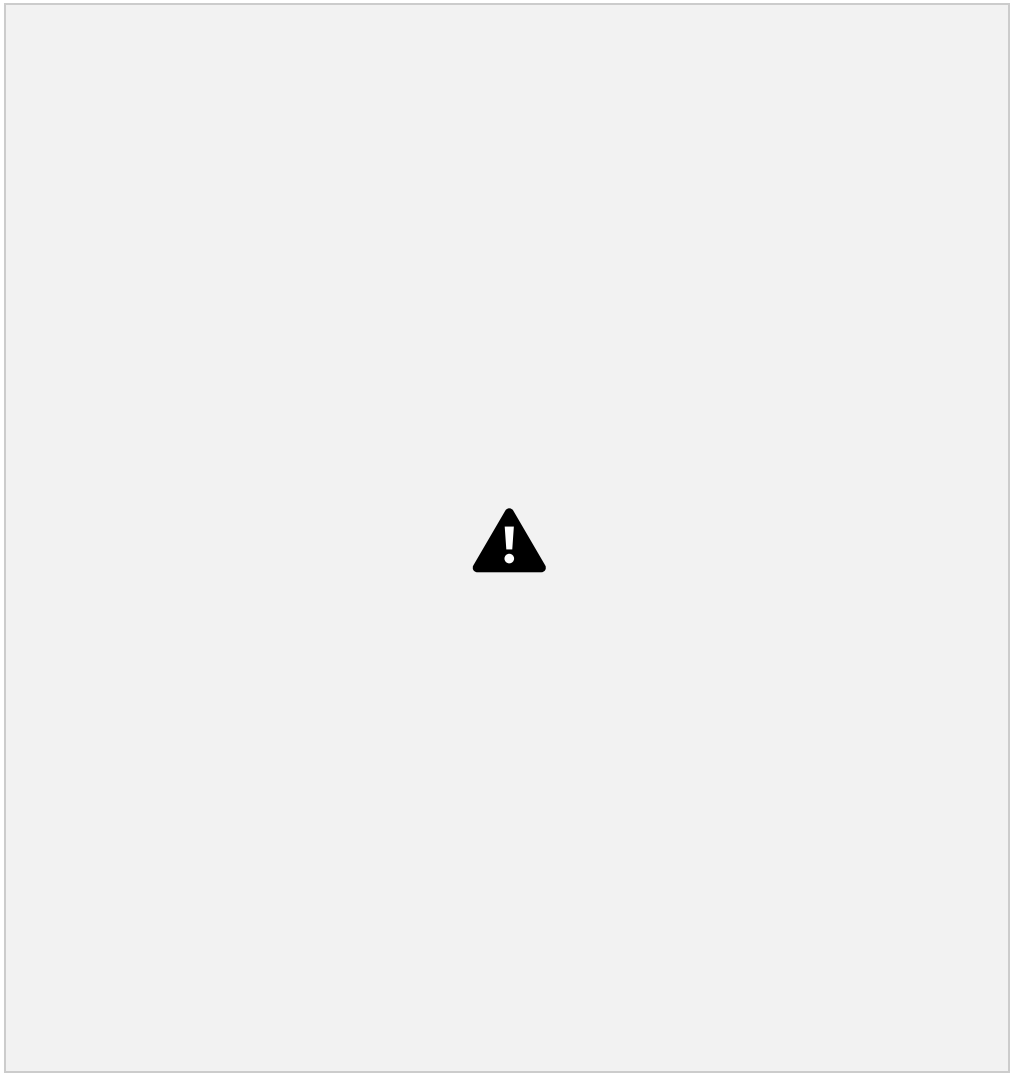
3.

PLANNING A MEETING



PLANNING A MEETING

PLANNING A MEETING



STEPS TO BE FOLLOWED IN MEETING

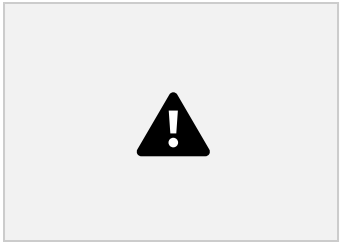
1.

2.

3.

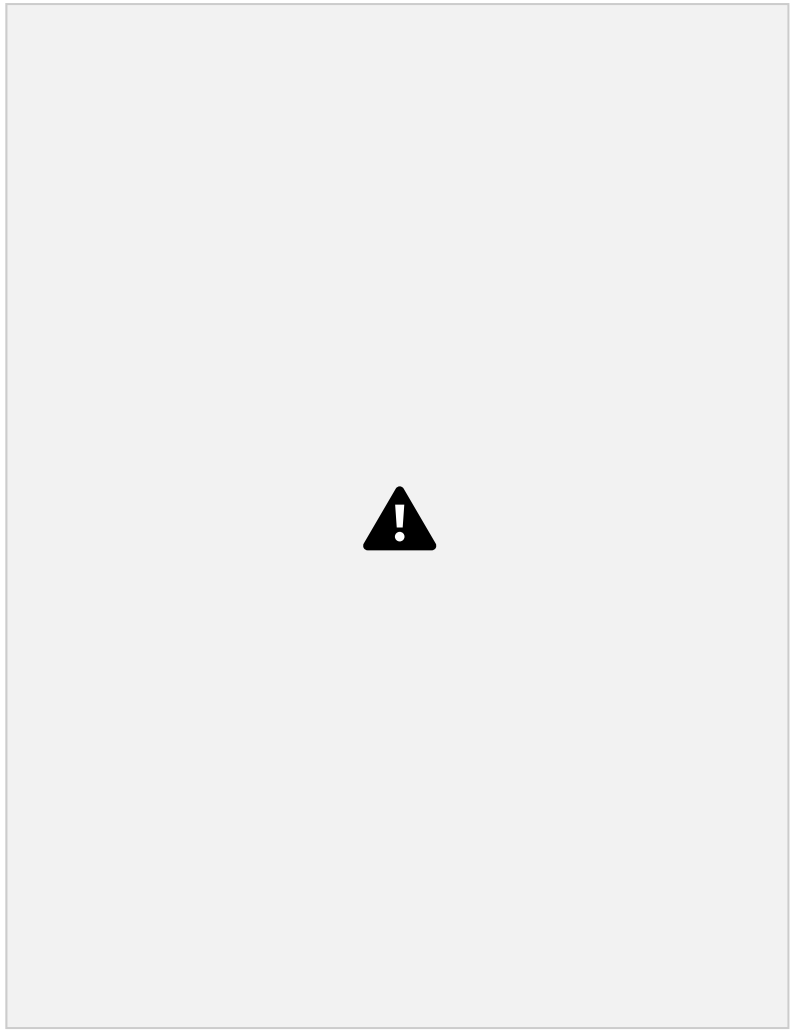
STEPS TO BE FOLLOWED IN MEETING

STEPS TO BE FOLLOWED IN MEETING



STEPS TO BE FOLLOWED IN MEETING

LEADING EFFECTIVE MEETINGS



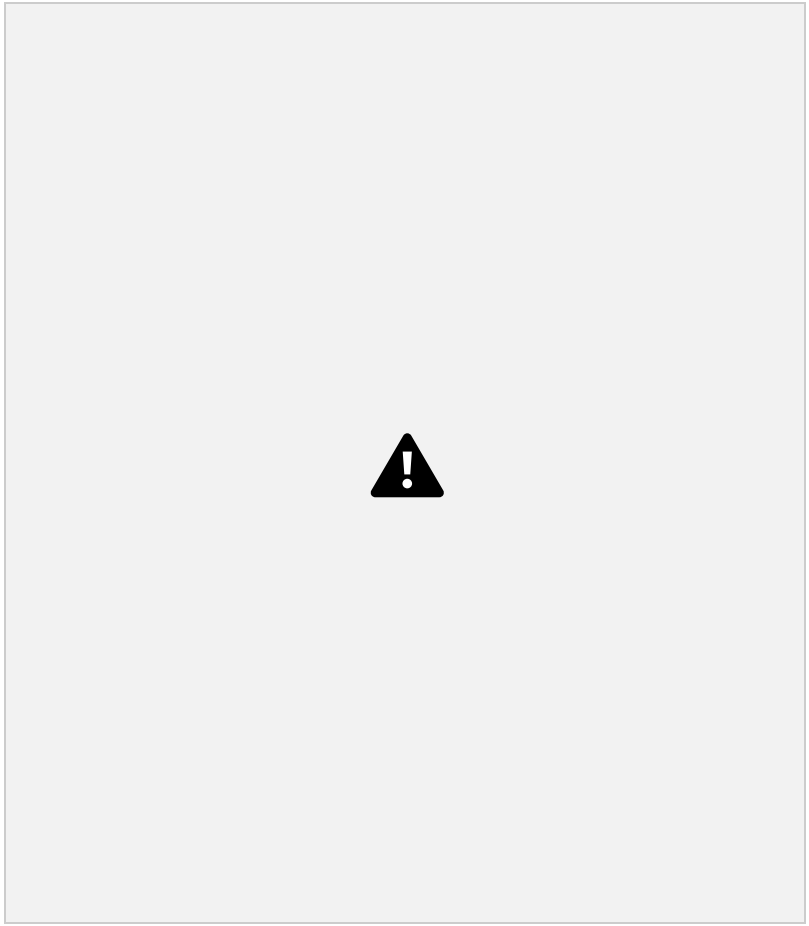
TIME TO START

1.

2.

OPENING REMARKS

1.



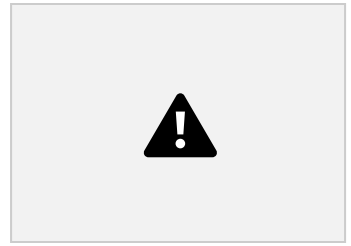
2.

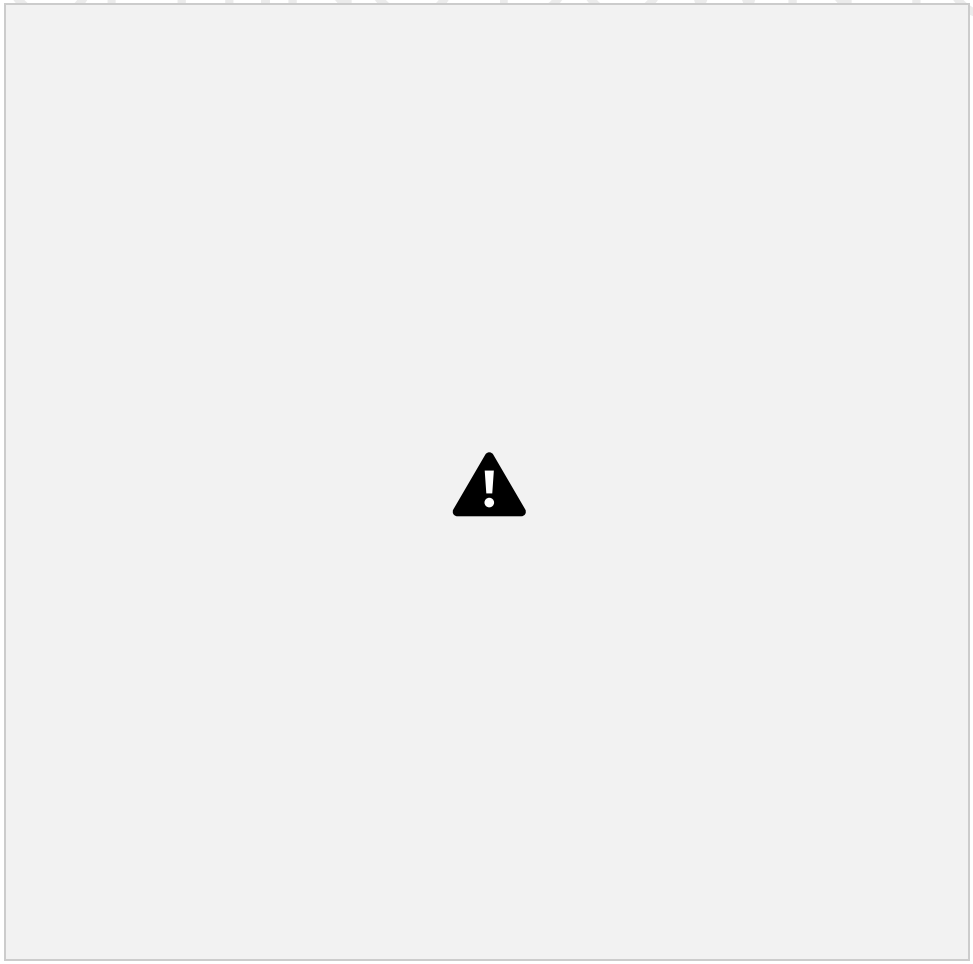
3.

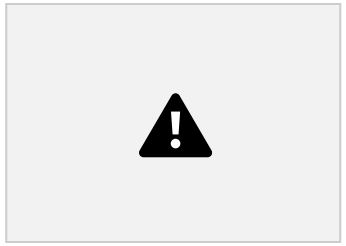
4.

5.

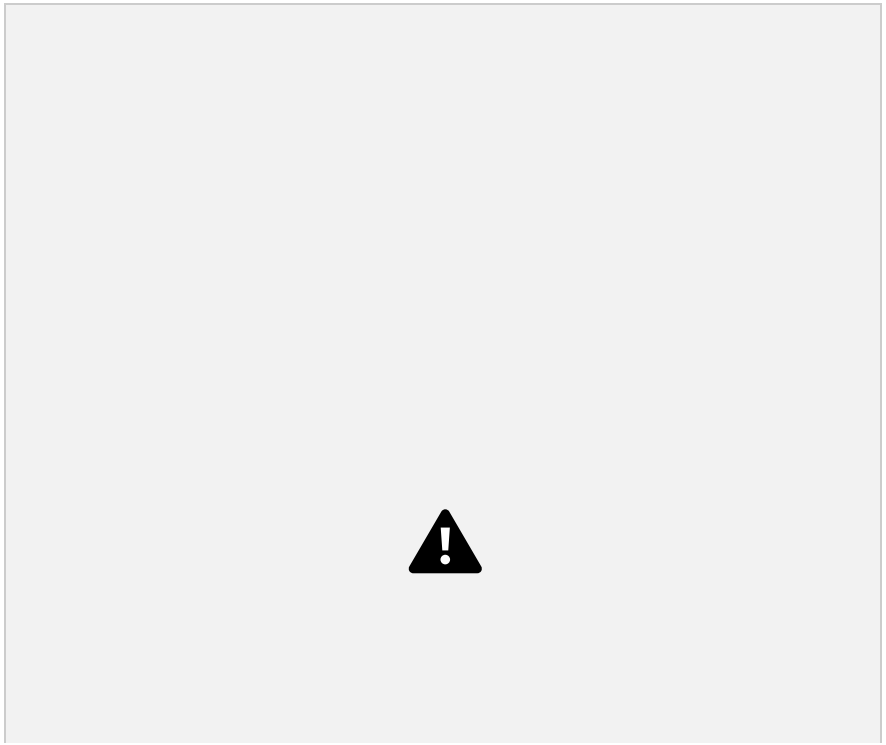
GETTING DOWN TO BUSINESS





PARTICIPATION 

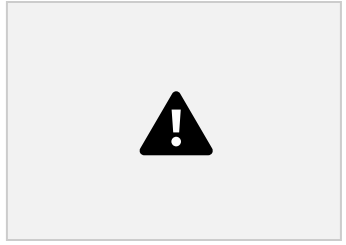
1.



2.

3.

AGENDA



1.

2.

3.

CLOSING REMARKS

1.

2.

3.

4.

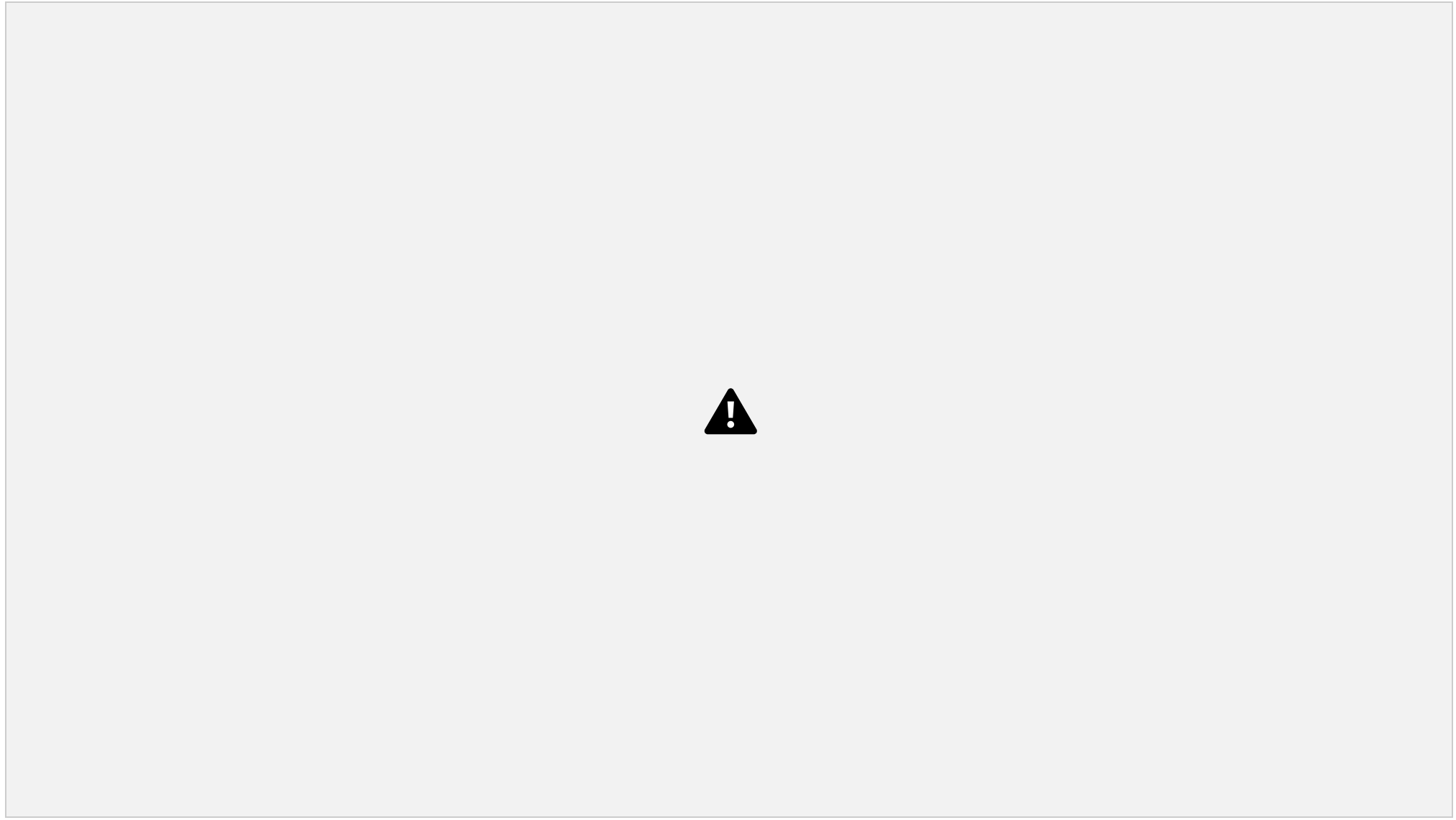
5.

MINUTES

MINUTES

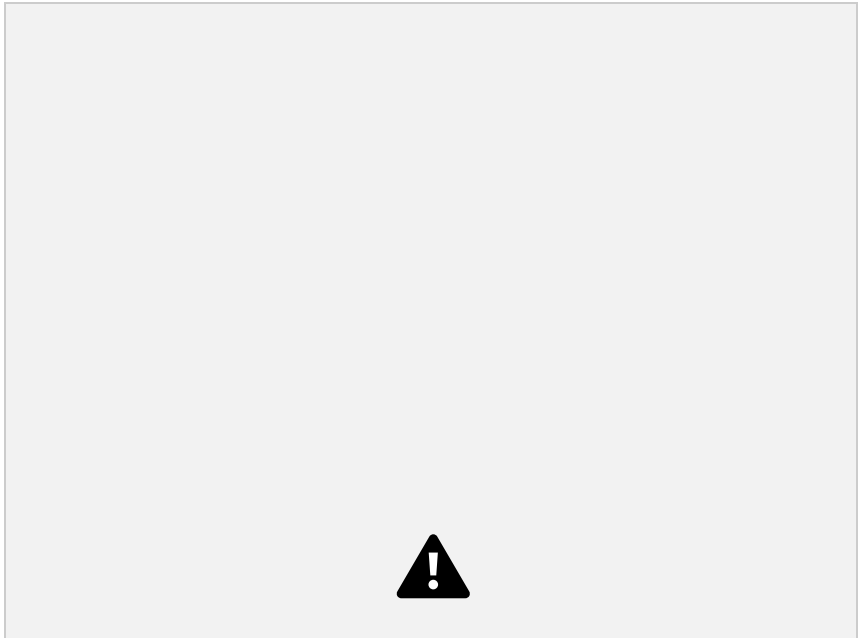
MINUTES

CONFERENCE



MEANING

PLANNING A CONFERENCE



1.

2.

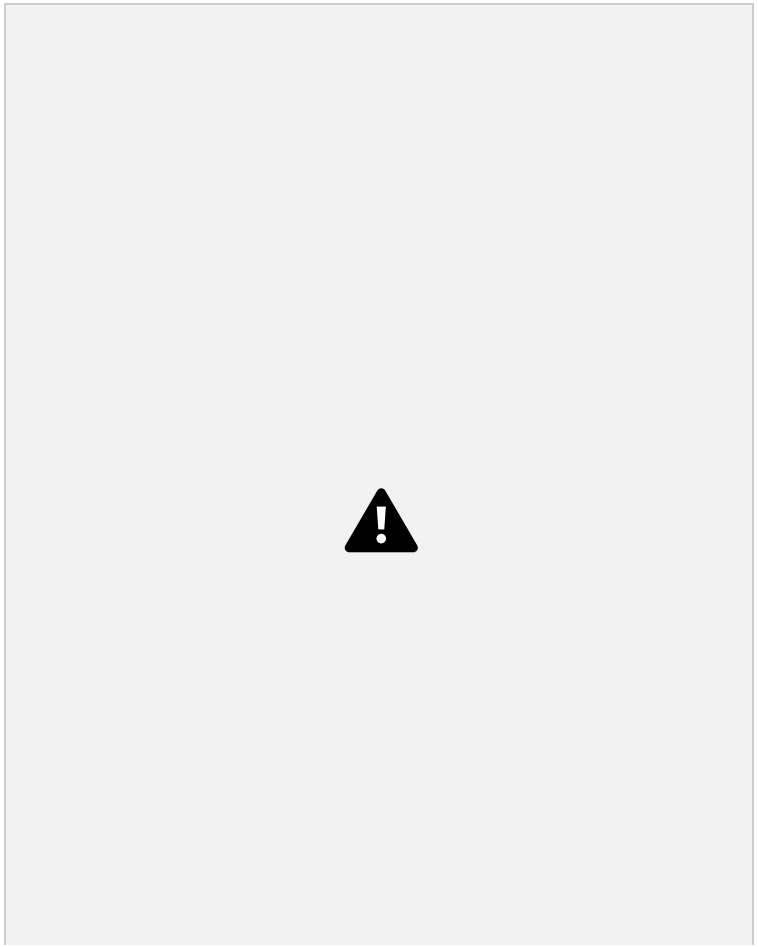
PURPOSE OF A CONFERENCE

1.

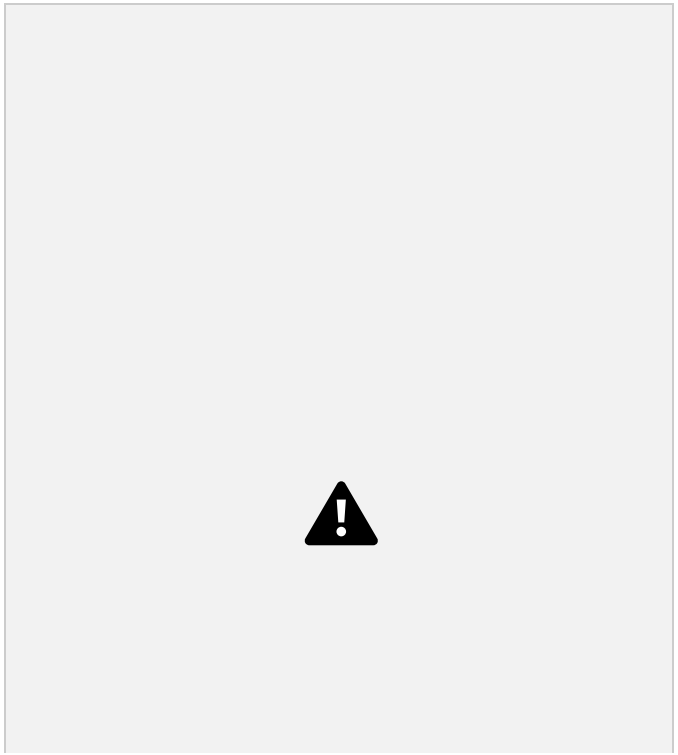
2.

Conducting a Conference

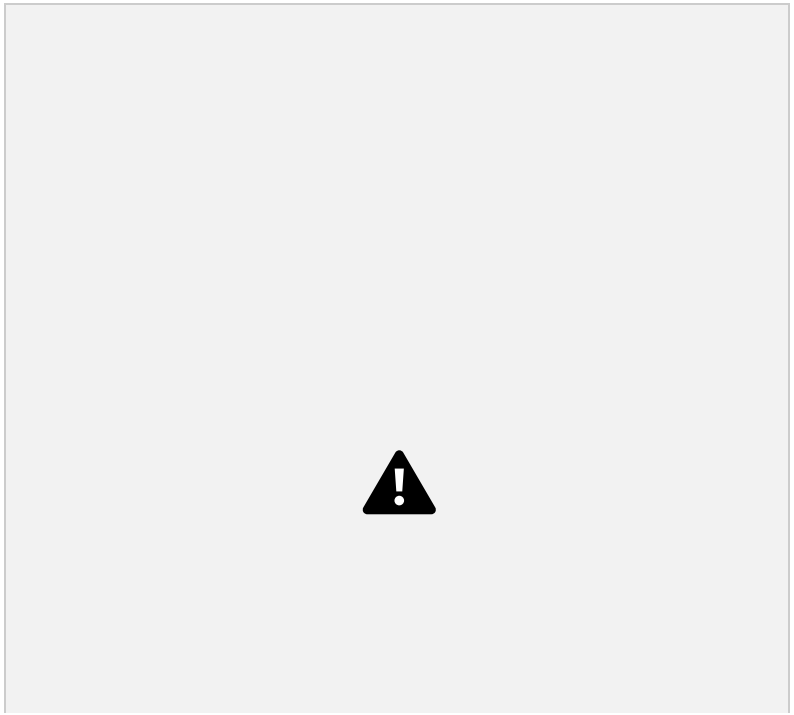
1.



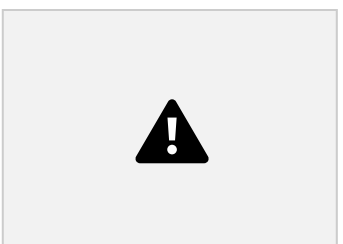
Conducting a Conference

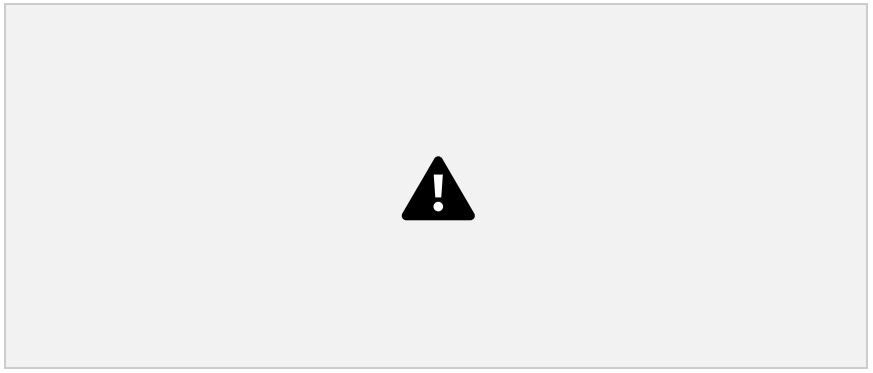


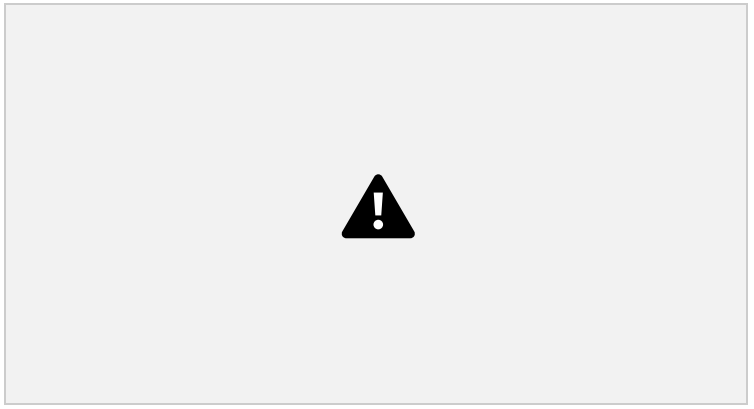
Conducting a Conference

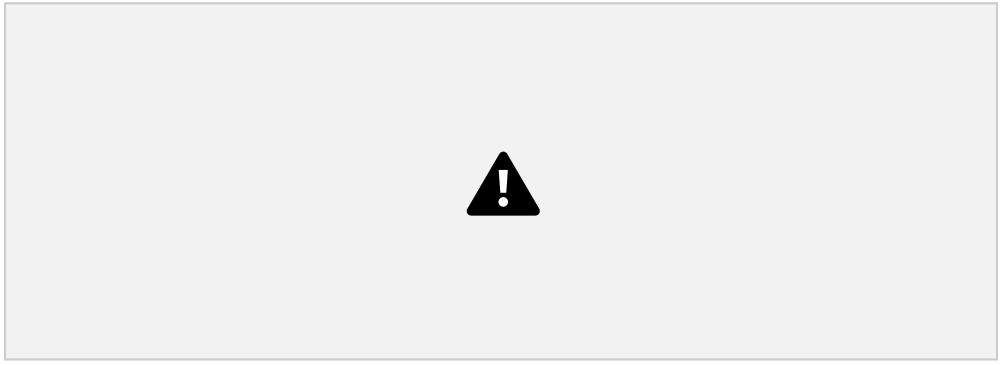


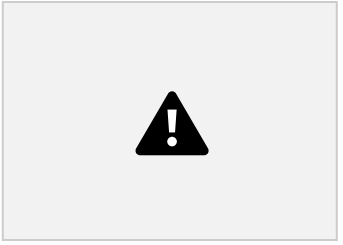
Conducting a Conference







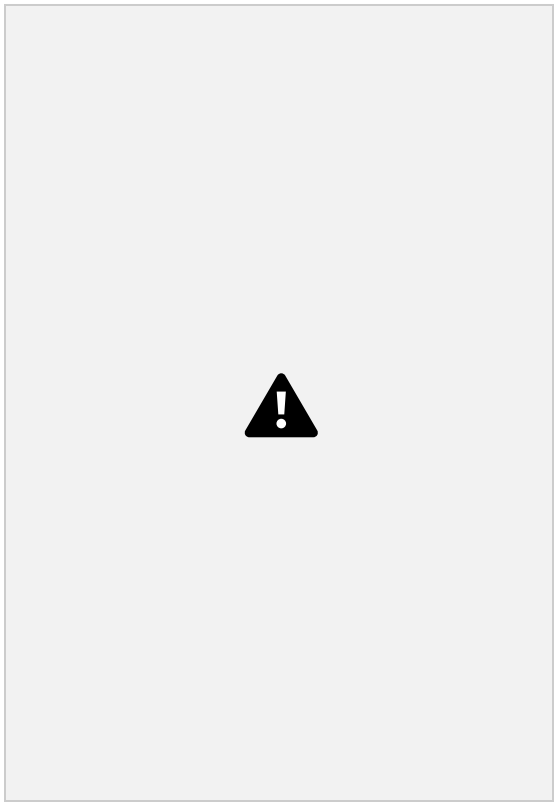




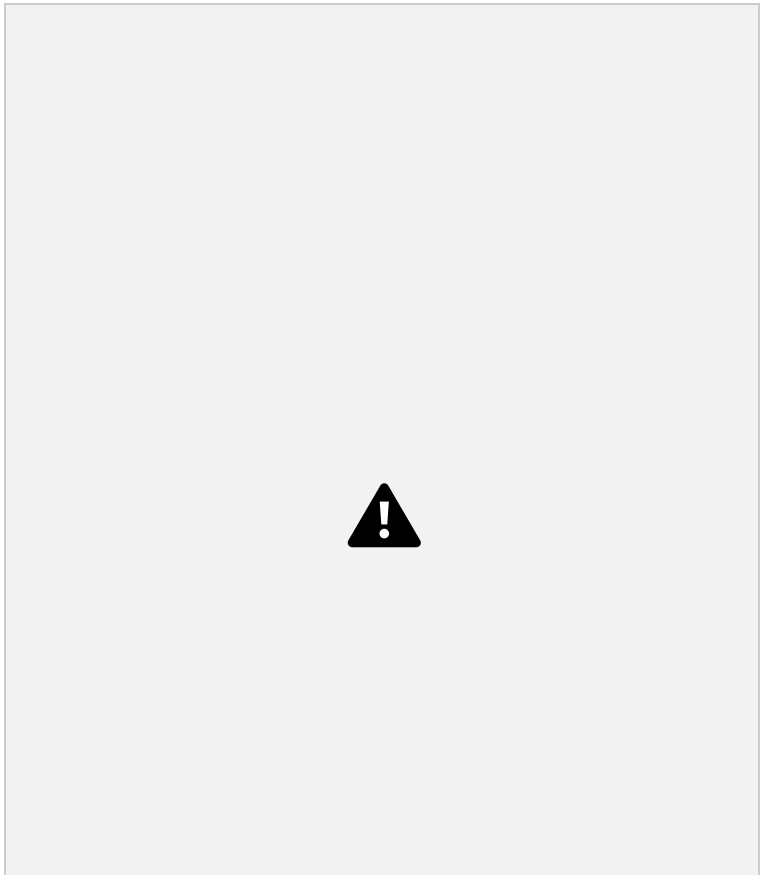
Conducting a Conference

TELECONFERENCING

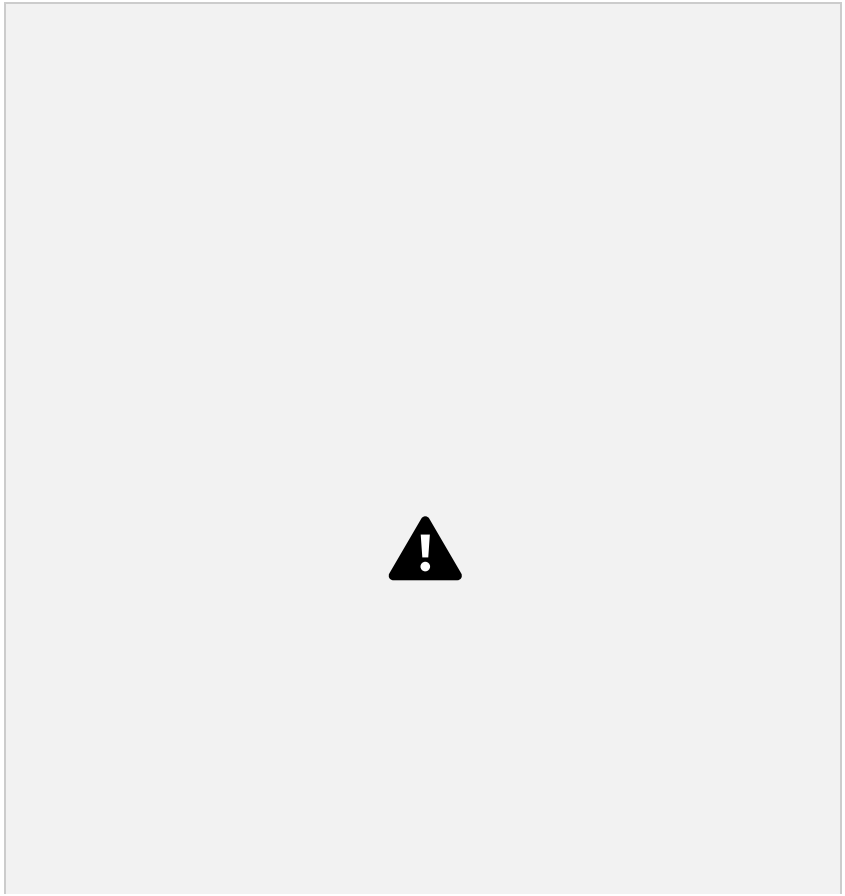
TELECONFERENCING



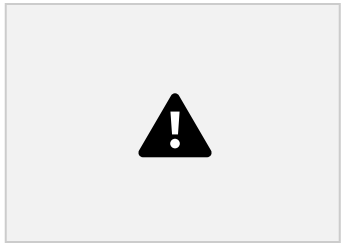
TYPES OF TELECONFERENCING



TYPES OF TELECONFERENCING



TYPES OF TELECONFERENCING



TYPES OF TELECONFERENCING