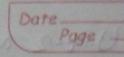
Unit-2 Mondonn Bussiness Communication. at What are the five key rate of Good writing? & a come straight to the point: bussiness people always prefer letter that are straight to the point as they don't have much time to read long-winded documents. Coming to the Straight point Saves reader's times Hills prefers you much no il not tagit in 3 Ramamber KISS Principle: > KISS refers to keep it Short & Simple. It means we should use short & simple confered in business document. Short and simple words + sortences makes writing effective of easy to understand for readers. 3 Use Active Voice: - Active voice means that subject of the sontence dos the action of sontence whereas passive Voice means that the subject of the sentence receives the action. To we should use active Joãe which makes document more elive more faculed, personal, interesting, clear not lengthy contenecs.



Use the night tone:

changing the tone of Voice convey messages in different way. Tone of voice should be be sound polite friendly firm; we small use rule tone in our Sentances.

for example come should use "please take a seat" instead of using "sit down!"
in order to make document sound polite of friendly. People prefer polite words so
we should use right tone in our document.

3) Enquire occuracy: 5/000

We should use accurate figures, dates, numbers & prices. Also we chould take care of applings, purchasion, terses in the sentences to maintain accuracy in good whiting.