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Business Communication



What is Business Communication ?

It is a process in which one person express their thoughts, opinions, ideas, etc. to another person in business organization for carrying out business activities. It can take place verbally and non-verbally.





Forms of Business Communication

On the Basis of Media Used

On the basis of Media used it can be divided into Verbal and Non-verbal

The verbal can be of two parts - Oral and written

On the Basis of Direction

There are three main types - Vertical, Horizontal and Diagonal

Vertical direction has 2 subtypes - Upward and Downward direction

On the basis of relationship

Presentations are communication tools that can be used as demonstrations, lectures, speeches, reports, and more.

To create a stunning presentation, it's best to simplify your thoughts.

Barriers to Communication

Physical

These barriers are related to the organization and the environment in which one is working. For Example - Noise, Wall, etc.

Organizational Barriers

Rules and Regulations,
Greater Management Control
Status in the Organization.

Psychological Barriers.

Premature Evaluation
Lack of Attention
Distrust