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Introduction to Business Communication

According to the Pearson tutorial, business communication in one of the most important factor to get success in today’s business scenario. In this, it is basically utilized in every organization in order to make effective interpersonal situations to solve the business problems effectively and efficiently and move towards improving communication skills of the employees. At the same time, business communication needs adequate communication abilities in the employees to fulfill all the requirements of the employers (Pearson, 2015). However, there are various key features related to the business communication that cannot be avoided by the employers in their organizations.

Here, the effective communication is one of the most important processes utilized in sending and receiving messages in the organization. However, the characteristics of effective communication, such as practical, factual, concise, and clear, as well as persuasive needs to make it effective in business operations. On the other side, the process of effective communication considers some important steps to flow the information of sender and receiver. Thus, business communication can be made unique with the help of the globalization of the business and workforce diversity (Pearson, 2015). It can increase the value of business information when a working knowledge and accurate application of many types of information take place in the companies.

At this stage, uniqueness of business communication also possible when there would be persuasiveness of technology and evolution of organizational structures. However, barriers can be possible in effective communication due to distraction, information overload, and perceptual differences, as well as language differences (Pearson, 2015). But, these barriers can be removed once the communication would be strategic and planned and use of the technology while communication about the products and services. In this, the ethical consideration and etiquette should also be considered to make the business communication more effective.

Intercultural Communication

It is known that intercultural communication is related with a form of communication that generally aims to share information across different cultures and social groups during global business operations. In this way, the study of the intercultural communication is important to understand the nature and perception of the people in different countries. But, the study of the intercultural communication is not easy (Oetzel, 2009). Therefore, it can be possible only with the help of practical experience. On the other side, this intercultural communication also focuses towards layered approach in terms of social ecological framework. There are four layers of intercultural communication that help to understand its value in the business.

Further, it is also considered that intercultural communication generally needs identity in the business that helps to develop and differentiate its importance at the ground level. Although the intercultural communication related with the attributions and attitudes of the people that on what level must be used in the society. The initial intercultural interactions of the people help to adapt culture according the needs under communication strategy. At the same time, intercultural friendships and relationships are improved in most of the circumstances because of the understanding to each other.

Therefore, intercultural communication usually describes the dynamic role of the people that how they are behaving with other people basically in the society and organizations. In this, intercultural communication necessarily today solves the social problems, and the workplace in the organizations, including health care settings (Oetzel, 2009). This can be possible with the help of a layered and contextualized perspective of intercultural communication. In the same manner, the concept of intercultural communication generally looks at through the lenses of individual, and organizational, as well as societal/cultural perspectives in order to help students to understand the context of both their own behavior and that of others. At the same time, this intercultural communication perspective typically emphasizes that people to make a difference to address social problems effectively and efficiently.

Initiating SLPs Business Communication Job

Job Title: Supervisory Aviation Technical Systems Specialist

Department: Department Of Transportation (U.S. Department of Transportation Federal Aviation Industry)

Agency: Federal Aviation Administration

Job Announcement Number: AEA-ARP-15-AL-43899

SALARY RANGE: $115,419.00 to $178,841.00 / Per Year

Salary range includes the locality rate of 28.72%.

OPEN PERIOD: Friday, September 18, 2015 to Thursday, October 8, 2015

SERIES & GRADE: FV-2186-K

POSITION INFORMATION: Full Time - Permanent

DUTY LOCATIONS: 1 vacancy in the following location:

Queens, NY

WHO MAY APPLY: U.S. Citizens

SECURITY CLEARANCE: Secret

SUPERVISORY STATUS: Yes

A Generic Email

Sir

This is to inform you that I am interested to work at the position of “Supervisory Aviation Technical Systems Specialist” as announced by your agency, Federal Aviation Administration for the Department of Transportation.

I found this job requirement at [www.usajobs.gov](http://www.usajobs.gov) and I am eligible for this position according to my experience and education in this field. However, I would like to ask some questions that what is the procedure of selection and final deadline of the application? Further, what preparation should be required for this position? Is there any hidden requirement for this position?

I hope you will reply this mail as soon as possible to encourage me for this valuable position in your department.

Regards

Principles and Good Practices while Creating Email

The principles and good practices of the writing email are based on professionalism in which it is try to satisfy the responsible person. Further, it is also try to make the content short and simple to make it effective in this scenario. At the same time, the email content should be to the point to avoid any type of misunderstanding and fostering a trust on the purpose of the mail. Further, it is important for a person that is sending an email for the query or job purpose, he/she should clarify the tasks and processes with goals and objectives. In this, the communicating words in the business scenario must be simple to understand for the email receiver for convenient communication. However, it can be possible only with the help of leveraging the best communication technologies. In this, there should be agreed shared language.

References

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