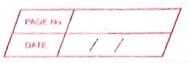
Assignment NO.1

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Q.1) Explain the concept of business communication. It is the process of shearing information bett employees within & outside the companies, The way people will communicate & opera te with in the business is very vitals cimportant) to the company success in the business world. The communication requires sender, mass age and the receiver. The varity of 1916 at & non-verbal means of communication exist such as body language, eye contod & sign of language and the media such as pictures, graphics, sounds & coriting etc. The word communication has been derived from 'Latin' and that called a communico, which means to make knows or share. Communication refers to sharing information, facts, ideas, thoughts. Communication essentially means transmission of commonly meaningful information Business communication include topic such as marketing, brank management, custmon relationship, consumer behaviour The meaning of business communication-Business communication is the way employees, management and administration

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	r. Gid Jagarilla Land
	communicate in order to the which the
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4 1	They are the several methods of
- 4.4	siness Communication including-
	(i) web based
,	@ video conference
, + .	3 Report
	(4) PPt man of (-) met of (-)
	3 Telephone
. 11	6 Face to Face.
	s and the second
2)	Explain the objective of business Commu-
_ }	$\mathbf{D}_{\mathbf{I}}\mathbf{C}\mathbf{Q}\mathbf{T}\mathbf{O}\mathbf{D}$
	The objectives of business communication one manifold including:
4	are manifold including:
. 1	Difacilitating decision-making:
	Ettective Communication hales
200	
	decisions.
	The state of the s
1.	2) Building and maintaining relationships-
1 7 .	and maintain helps to build
	and maintain belos to build
1	coith customers relationships
Ty	coith customers, suppliers and other stakeholders.
	The state of the s



-	3) Achieving organizational goals: Effective Communication is essential for coordinating activities and achieving common goals within an
	Effective Communication is essenti
	al for coordinating activities and
	achieving common goals within an
-	organization.
	O the state of the second state of
	4) promoting understanding: Business communication helps to
	Business communication helps to
	promote understanding and clarity
	promote understanding and clarity among employees and stake holders, reducing confusion.
	reducing confusion.
	O MANUEL WEIGHT - MENTING -
	5) Information -
	The main purpose of Communication is to transmit information from a
	n is to transmit information from a
	source to target individuals or groups
	one of the most important objective of communication is passing or receiving
	of communication is passing or receiving
	g information about a particular
	fact or circumstance
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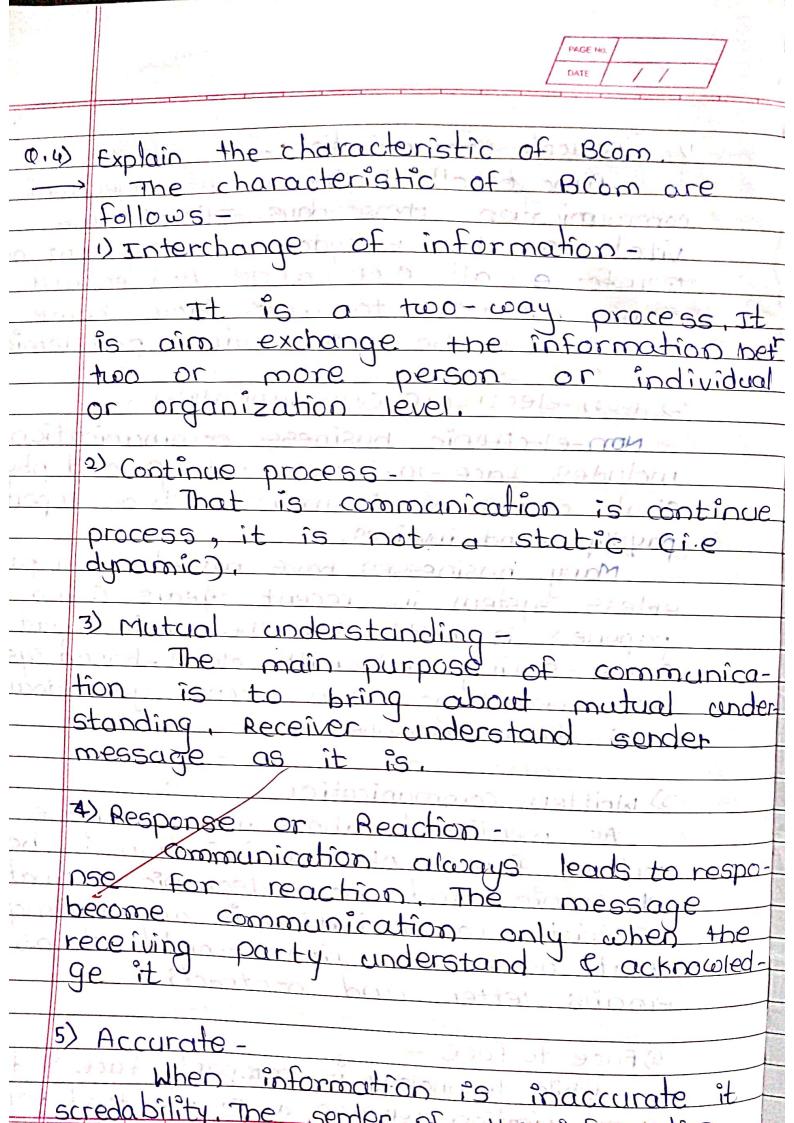
0.3) Define Business communication. And explain several methods of Bcom. Business Communication-Business Communication is the way employees, management and administration communicate in order to the which organisational goal. They are several methods of busine es communication including = O web based and of the comments of the comment @ video conference 3 Report a PPL 3 Telephone 6 Face to face Almost all businesses use electronic communication these days. It's become vital to the everyday There is a lot of different ways to Communicate information at work. And the methods of communication that businesses use won't be right Business methods of compounication can be broken down into different categories. They are: 1) Electronic communication 2) Mon-electronic communication 3) written communication 4) verbal Communication



1) Electronic Communication -Almost all businesses use electronic communication these days. It's become vital to the everyday management of workforce all over world. And enabled throughout the coronavirus pandemic 2) Non-electronic communication -Non-electronic business communication includes face-to-face metetings, and phy. sical copies of documents, such as reports payslips, and invoices. Many businesses have moved to a pap erless system in recent years. Going paperless is better for the environment. space - saving and, with cloud - based system ms, means you can access your docum ents from anywhere. 3) Written communication As mentioned above, you can have written forms of communication in both electronic and non-electronic formats. written communication is any message that uses the written word such as

4) Face to face while technology is rampant, face to-face
communication remains a key method for
communicating in business environments.

emails, letters and contracts.



also lose scredability Effective business communication is accurate in terms of the containt conveyed & in terms of simple thing of it includes a grammer spelling & punctuation.

6) Multi-channel-

Effective business communication nee to be send throw bround verity of chance That is received to insure that it is received by employee.

7) Face to face -

Face to face communication is still most reffective & should be used when ever possible & practical. In large organization it is challen

ging but atternative it includes video conferencing by the use of rebinarse.

a.5) Explain the following terms

1) Brom need of the time.

Good communicators are vitle to a business profit margin and repeatation

- building better teams
- Preventing misunderstanding and conflic - Improving custmer services
- Metting goal and earing success.
 Promoting creativity & emoration.

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