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The 7 Essentials of Business Communication

What are the business communicator's most important goals in communicating The are: most importance goal for business communicator in negative message Explaining clearly and completely Projecting a professional image. Conveying empathy and sensitivity Being Fair Maintaining friendly relations. 14.

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Communication should always be in common and easily understandable language so that it may not be misunderstood by the persons receiving it. (2) Adequacy of Message : The message to be communicated should be adequate and complete in all respects since incomplete information turns out to be dangerous from the viewpoint of business.

13 Essential of an Effective Communication System ...

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