

BUSINESS COMMUNICATION

Short Answers and questions

Q.1 Define Communication?

Ans. Communication is an exchange of facts, ideas, opinions or emotions between two or more persons.

Q.2 Define Business Communication?

Ans. Business communications is a process of exchanging information for the purpose of conducting, expanding and promoting business.

Q.3 What is Internal Communication?

Ans. The exchange of information within an organization is called internal communication.

Q.4 Describe the patterns or channels of communication within internal channels?

Ans. There are two patterns or channels; these are formal and informal communication channels.

Q.5 What do you mean by Downward Communication?

Ans. The information that flows from the top management to the subordinates is called downward communication.

Q.6 What is Upward Communication?

Ans. The communication that flows from subordinates or workers to the superiors and management is called upward communication.

Q.7 Define Horizontal Communication?

Ans. The communication that is exchanged between the co-workers and departments of an organization is called horizontal communication.

Q.8 What is External Communication?

Ans. The communication that takes place between the people and organization outside an organization is called external communication.

Q.9 Define an Organization?

Ans. A group of people associated for business or other purpose is called organization.

Business Communication 1 Questions Answers

BM King



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Business Communication: Building Critical Skills Kitty Locker, Stephen Kaczmarek, 2013-03-08 Freedom Flexibility Focus Business Communication Building Critical Skills was built to provide the ultimate in freedom flexibility and focused classroom Broken into 30 modular chapters this text provides topic focused modules allowing instructors to customize their resources piece by piece to best suite their course and teaching style Each module has a strong workplace activity orientation supporting students to build critical skills in writing speaking and listening Locker Kaczmarek is grounded in solid business communication fundamentals and supports students to piece together what is needed to be a successful communicator for the 21st century *Business Communication* Betty Smith Johnson, Marsha L. Bayless, 2002 Business Communication places the solid principles of communication into the context of today's demanding business world The authors first equip their readers with a strong foundation in communication theory oral communication report writing letter writing and employment communication in beginning chapters The remainder of the book integrates these traditional elements of business communication with technological ethical legal multicultural and international issues

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