

Ch. 2: Achieving Success Through Effective Business Communication

- a) Important skills for communicating in organizational setting:
 - ii. Most widespread: formal communication network (hierarchy)
 - ii. Downward communication, upward communication and horizontal communication
 - ii. Knowing the difference between informal and formal communication, as well as internal and external communication.
- a) What is effective communication?
 - ii. Messages should be practical, factual, concise, clear, and persuasive
- a) Explain the difference bet efficient and effective communication
 - ii. Effective communication means that message understands the message, whereas efficient communication deals more with the impact of the audience and whether the message helped employees work effectively.
- a) What do employers expect from employees:
 - ii. Organizing ideas and info logically and coherently
 - ii. Expressing ideas and info coherently and persuasively
 - ii. Listening to others effectively
 - ii. Communicating effectively with people of diverse backgrounds and experience
 - ii. Following accepted standards of grammar, spelling, and other aspects of high-quality writing and speaking
 - ii. Communicating in a concise manner that reflects company's reputation as business enterprise
 - ii. Communicating ethically: even when making unpopular case
- a) Importance skills for communicating with your audience
 - ii. Consider audience expectations
 - ii. Minimize noise of job
 - ii. Increase familiarity
 - ii. Practice empathy

Essentials Of Business Communications Final Exam

Sebastian Brünink



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