

Assignment 1: Assignment

Completed by: Student Name & ID No.

On:

Date: August 10th, 2024

Subject: Business Communication



Figure 1: Group photo of the students

Question	Answer	Mark
1. Explain the importance of effective communication in business.	Effective communication is crucial for business success as it facilitates the exchange of information, builds relationships, and ensures that all team members are aligned with the organization's goals and objectives.	10 marks
2. List the five main components of communication.	The five main components of communication are: Sender, Message, Channel, Receiver, and Feedback.	10 marks
3. Describe the barriers to effective communication.	Barriers to effective communication include: Language barriers, Cultural differences, Noise, and Lack of feedback.	10 marks
4. How can you improve your communication skills?	Improving communication skills can be achieved through: Active listening, Clear and concise messaging, and Seeking feedback.	10 marks
5. Conclusion	Effective communication is a key skill for success in the business world. By understanding the components, barriers, and ways to improve communication, individuals can enhance their professional interactions and contribute to the overall success of their organization.	10 marks

Leccion 4 Fotonovela 5

José A. Blanco, Elaine Kolker Horwitz



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web use this new hire welcome letter template to start an effective onboarding process dear employee s name welcome on board we re delighted that you are joining us we were impressed with your background and skills and we can t wait to see you in action