

Ch. 2: Achieving Success Through Effective Business Communication

- a) Important skills for communicating in organizational setting:
 1. Most widespread: formal communication network (hierarchy)
 2. Downward communication, upward communication and horizontal communication
 3. Knowing the difference between informal and formal communication, as well as internal and external communication.
- a) What is effective communication?
 1. Messages should be practical, factual, concise, clear, and persuasive
- a) Explain the difference bet efficient and effective communication
 1. Effective communication means that message understands the message, whereas efficient communication deals more with the speed of the message and whether the message helped employees work efficiently.
- a) What do employers expect from employees:
 1. Organizing ideas and info logically and coherently
 2. Expressing ideas and info concisely and persuasively
 3. Listening to others effectively
 4. Communicating effectively with people of diverse backgrounds and experience
 5. Following accepted standards of grammar, spelling, and other aspects of high-quality writing and speaking
 6. Communicating in a culture aware and reflects contemporary perspectives of business etiquette
 7. Communicating ethically even when choices are complex ones
- a) Importance skills for communicating with your audience
 1. Consider audience expectations
 2. Minimize noise of you
 3. Engage your audience
 4. Practice empathy

Essentials Of Business Communications Final Exam

Xiang Xie



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