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Chapter 2 Answer

process: Communication is a goal oriented and effective only when there is congruence of goals of sender and receiver. 9.

Communication is conversational: Communication sets up a link between facts, ideas and thus helps the communicator and communicatee to progress logically. 10.

~~CHAPTER 1 BUSINESS~~

~~COMMUNICATION ESSENTIALS OF~~

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Chapter. 1 Succeeding In The
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2 Planning Business Messages
3 Organizing And Drafting
Business Messages 4 Revising

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~~Chapter 2 Answer~~ 5 Short
Workplace Messages And
Digital Media 6 Positive And
Neutral Messages 7 Negative
Messages 8 Persuasive
Messages 9 Information
Reports 10 Proposals And
Formal Reports 11
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Business Etiquette, Ethics,
Teamwork And Meetings 12
Business Presentations 13
The Job Search, Resumes And
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...

Another person's ideas,
opinions, examples, or
theory. Any facts,
statistics, graphs,
drawings, that are not
common knowledge. Quotations
of another person's actual
spoken or written words.

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Paraphrases of another person's spoken or written words.

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Communication Chapter 10
Flashcards ...~~

Messages transmitted through computers and networks; an essential means of communication within organization as well as with customers and suppliers. electronic messages.

Messages sent electronically, including e-mail, instant messages, text messages and messages exchanged through podcasts, blogs, and wikis. forwarding.

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Communication 1. Structure.
How you structure your
communication is fundamental
to how easily it is absorbed
and understood by your... 2.
Clarity. Be clear about the
message you want to deliver,
as giving a confused message
to your audience only ends
up... 3. ...

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Business Messages 3
Organizing And Drafting
Business Messages 4 Revising
Business Messages 5 Short
Workplace Messages And
Digital Media 6 Positive And
Neutral Messages 7 Negative
Messages 8 Persuasive
Messages 9 Information
Reports 10 Proposals And
Formal Reports 11

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Chapter 2 Answer At Work:

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Teamwork And Meetings 12

Business Presentations 13

The Job Search, Resumes And
Cover Messages 14 ...

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