

BUSINESS COMMUNICATION



Brand: Mehta Solutions

Product Code: bu68

Weight: 0.00kg

Price: Rs500

Short Description

BUSINESS COMMUNICATION SOLVED PAPERS AND GUESS

Description

BUSINESS COMMUNICATION SOLVED PAPERS AND GUESS

Product Details: Bharathiar University BUSINESS COMMUNICATION SOLVED PAPERS AND GUESS

Format: BOOK

Pub. Date: NEW EDITION APPLICABLE FOR Current EXAM

Publisher: MEHTA SOLUTIONS

Edition Description: 2021-22

RATING OF BOOK: EXCELLENT

ABOUT THE BOOK

FROM THE PUBLISHER

If you find yourself getting fed up and frustrated with other Bharathiar University book solutions now mehta solutions brings top solutions for **Bharathiar University BUSINESS COMMUNICATION book** contains previous year solved papers plus faculty important questions and answers specially for Bharathiar University .questions and answers are specially design specially for Bharathiar University students .

Please note: All products sold on mbabooksindia.com are brand new and 100% genuine

- **Case studies solved**
- **New addition fully solved**
- **last 5 years solved papers with current year plus guess**

PH: 07011511310 , 09899296811 FOR ANY problem

FULLY SOLVED BOOK LASY 5 YEARS PAPERS SOLVED PLUS GUESS

BUSINESS COMMUNICATION

Unit 1

Communication – meaning and definition – Essentials of communication – Significance of communication in the work place – Process of communication – types of communication – Media .

Unit 2

Non-verbal communication – Body language – Posture – Gestures – Facial Expression – Eye contact – Space Distancing – Effective listening – Barriers to communication – Principles and objectives of communication

Unit 3

Oral communication – face to face communication – informal talking techniques in conducting meetings – telephone conversation – Speeches – Committees – Conducting seminars and conferences – Evaluating oral presentations – Group discussions – Interviews – Managing conflict – relating interpersonal conflicts in cyberspace.

Unit 4

Written communication – Fundamentals of business writing – Writing for effective communication - Basic patterns of Business messages (e-mail, kinds of business letters memos, indirectness in bad news and refused requests) – Report Writing – Agenda and minutes and resolution of meetings.

Unit 5

Technology enabled communication – use of audio visual aids for communication-dealing effectively with the media. Persuasion – organising and delivery of speeches – defending one's view before adversarial audiences – impromptu and prepared speeches – effective use of PowerPoint – visual display of data.

Details

1. Books by courier

2. Delivery in 5-7 days

3. Courier India only

4. Rating of product : largest selling