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Communication -
Introduction Notes
Business
Communication is the
ability of a group of
individuals to speak

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the same language
internally and
externally towards
business promotion.

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communication is one
of the most important
tool for an organization
to succeed in a
professional manner.

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Introduction Notes -

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Communication [BBA-

Sem I] Manisha Singh

Revised by: Ms Prity

Birla Lecturer Deptt. of

Science & Management

Biyani Girls College,

Jaipur . 2 ... One of the

functions' of Business

communication is to

collect_____ for the

managers. 3. The

communication

process includes Non

verbal, Verbal and

_____ ...

Concept based notes

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VARDHA MAGO 2.
MEANING OF COMMUNICATION The transmission of any meaningful message is communication. It is as natural a phenomenon as existence itself.

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COMMUNICATION

STUDY MATERIAL

INTIMATE SPACE

LANGUAGENON

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VERBAL

COMMUNICATION:

PROXEMICS OR SPACE
LANGUAGE, TIME
LANGUAGE AND

SURROUNDINGS Most of the body movements originate within the circle of about 18 inches around us. That is why the most important and intimate body language is used within this circle.

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**Study Material Non
Verbal ...**
These notes on
Business

Communication aims to bring about the importance of communication in business. Various forms of written and oral communication; including letters, memos, orders, interviews, group discussions, meetings etc., have been discussed in detail.

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Besides, the importance of non-verbal communication has also been elucidated.

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COMMUNICATION

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by The Saylor

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'Communication • MBA

amp BBA Notes Study

Materials Notes April

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communication

complete note. 1. Non

Verbal Communication

• The process of

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sending and receiving messages without using words, either spoken or written. • Examples of non verbal

communication include be a smile, wink, or wave. All of these communicate something without the use of oral or written language.

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communication
complete note -
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1. SYLLABUS Class: -

B.B.A. II Semester.

Subject: - Business

Communication. UNIT -

I Communication-

Defining

communication,

Process of

communication,

Communication Model,

Objectives of

communication,

Principles of

communication,

Importance of Business

communication,

Importance Feedback,

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UNIT - II Channels of communication, Types of communication, Dimensions of communication, Barriers to communication Verbal, Non-Verbal, Formal, Informal communication.

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...

7C's of Business

Communication. 7C's

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Communication are;

(1) Credibility, (2)
Courtesy, (3) Clarity,
(4) Correctness, (5)
Consistency, (6)

Concreteness and (7)
Conciseness. 7 C's of

Communication helps
the sender in

transmitting his

message with ease and
accuracy and allows

the receiver to
understand the

message accurately.

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Here you will find the syllabus of fourth subject in BCA Semester-I st, which is Business

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Communication. The

course code of

Business

Communication is BCA-

S104. BCA-S104 Units.

This course/subject is

divided into total of 6

units as given below:

Means of

Communication; Types

of Communication

(Oral Communication)

Types of

Communication

(Written ...

BCA Semester-I -

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**Business
Communication
Syllabus**

bba (sem. - 2 nd)

business

communication - ii

subject code: bb -205

paper id: [c0211] [Note

: Please fill subject

code and paper ID on

OMR] Time : 03 Hours

Maximum Marks : 60

BBA (Sem. - 2nd)

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SUBJECT CODE ...

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Communication I

Course Syllabus | BBA

Pokhara University (PU)

Course Title: Business

Communication I

Course code: ENG 201

Credit hours: 3. Course

Objectives The

objectives of the

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course are to • bring
the world of business
into the classroom •
provide skills and
strategies for different
business scenarios

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can ease your
preparation and help
you score max. marks,
top in the exam. You
can develop

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that you need to cover

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1st, 2nd, Final Year

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