

BUSINESS SKILLS

Chapter 1

UNDERSTANDING BUSINESS COMMUNICATION IN TODAY'S WORKPLACE

Understanding Why Communication Matters

Communication is the process of transferring information and meaning between *senders* and *receivers*, using one or more written, oral, visual, or electronic channels.

- The essence of communication is sharing. This sharing can happen in a variety of ways, including a simple and successful transfer of information, a negotiation in which the sender and receiver arrive at an agreed-upon meaning, and situations in which the receiver creates a different message than the one the sender intended to convey.

“Johari Window” Know Yourself, Know Others

Introduction

A concept created by Joseph Luft and Harry Ingham in 1950's, Johari window is a psychological tool designed to understand interpersonal communications. The name Johari is the combination of the first names of the creators. The concept is especially useful in increasing common understanding between individuals within a group. Johari window is also known as an 'Information Processing Tool' as it represents information about people's attitude, feelings and intentions within the group. The window has four main areas each signifying an area of the individual's personality which may or may not be known to them.

- **The open area.** This is a place for those qualities that you know you have and so do others.

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C Cleary



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Business Communication, 4TH Edition R K Madhukar, During the last two decades this book on Business Communication has earned a special place for itself among the students and teachers of commerce and management and management practitioners Following a lucid approach this book has emerged to be a comprehensive textbook providing a sharp focus on all relevant concepts cardinal principles and practices relating to business communication Serving both as a learner s text and a practitioner s guide this Fourth Edition helps the readers communicate with elan and a strong conviction and prepares them to face the emerging workplace challenges Since its first edition in 2005 this book has become a trusted source widely prescribed by universities and institutes across India This revised enlarged and thoroughly updated Fourth Edition endeavours to make the subject of business communication contemporary accessible and engaging ensuring that readers get well equipped to communicate effectively in a global context

Business Communication, 3rd Edition Madhukar R.K., It is a comprehensive textbook especially designed for the students of commerce management and other professional courses It serves both as a learner s text and a practitioner s guide It provides a sharp focus on all relevant concepts and cardinal principles of business communication and adds value to the reader s understanding of the subject Following a need based and sequential approach the book is highly stimulating and leads students to communicate with lan and prepare for work place challenges

Business Communications William C. Himstreet, Wayne Murlin Baty, Carol M. Lehman, 1993 For an undergraduate or possibly graduate course in introductory business communication found in departments of business including marketing management and information systems business education English and communications

Business Communication Peter Hartley, Clive G. Bruckmann, 2002 Topics covered include interpersonal communication group communication written presentation oral presentation and the use of electronic media

Business Communication: Concepts, Cases, and Applications Chaturvedi, The second edition of Business Communication Concepts Cases and Applications builds on the key strengths of the first edition clear writing style and comprehensive content by updating the material to reflect the latest research and technological developments in business communication and presenting it in a style that engages the reader

Business Communication Mary Ellen Guffey, 1996 Business Communication Process and Product introduces a unique teaching learning package that solves a major problem for instructors and students today It provides the atmosphere of an exciting real life business environment for business communication without sacrificing sound pedagogy This means that students experience the enrichment of real people and real business situations while at the same time learning a hands on process that they can carry with them to apply long after they leave the classroom Business Communication Process and Product takes students inside some of the countryUs best run and most respected organizations such as Liz Claiborne Ben JerryUs American Airlines Bank of America and Walt Disney Imagineering More importantly though it balances this exposure with a well developed and consistently applied process approach to communication Students

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