

# Business Communication



**Brand:** Mehta Solutions

**Product Code:** MP-106

**Weight:** 0.00kg

**Price:** Rs500

## Short Description

**Business Communication SOLVED PAPERS AND GUESS**

## Description

**Business Communication SOLVED PAPERS AND GUESS**

**Product Details: Shivaji 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 **Shivaji university** book solutions now mehta solutions brings top solutions for **Shivaji university Business Communication BOOK** contains previous year solved papers plus faculty important questions and answers specially for **Shivaji university** .questions and answers are specially design specially for **Shivaji 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**

## **FULLY SOLVED BOOK**

### **Business Communication**

**Unit 1. Communication - Meaning,** Importance & objectives - Principles of communication, forms of communication, Process of communication, Barriers of effective communication, Techniques of effective communication.

**Unit 2. Written Communication :** A) Business Letters-Types, inquiries, Circulars, Quotations, Orders, Acknowledgments, Executions, Complaints , Claims & adjustments, Collection letter, Banking correspondence , Agency correspondence .

B) Application Letter, Bio-data, Interview Letters, Letter of Reference , Letter of Appointments, Confirmation, Promotion, Retrenchment, Resignations. C) Report writing – Types of reports, Components of formal reports, Business Reports, Reports by individual, Report by committee. Meetings – Notice – Agenda , Resolution & minutes.

### **Unit 3. Oral Communication :**

A) Listening & Speaking, Meeting speeches, & techniques of electing response, probing questions, Recording and closing, Observations, methods. Group discussions & Interviews.

B) Non verbal Expressions: Body Languages, Gestures, Postures, Facial Expressions, Dress Codes .

### **Unit 4. Ethics in Communication and Digital communication**

A) Ethics in managerial Communication- Business communication

B) Digital communication - Application of Electronics media & communications, Telecommunication, Teleconferencing, video conferencing, mobile communication, SMS, Social Media, FAX, E-mail.

### **Details**

**1. Books by courier**

**2. Delivery in 5-7 days**

**3. Courier india only**

**4. Rating of product : largest selling**

