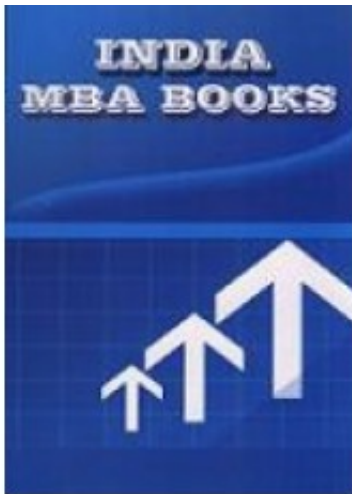


# BUSINESS COMMUNICATION



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# PREVIEW OF CHAPTERS SYLLABUS

## BUSINESS COMMUNICATION

UNIT – I  
Essential and importance of business communication – Methods of communication – types of Barriers.  
UNIT – II  
Letters of enquiry, orders, complaints and adjustments, trade enquires and references.  
UNIT – III  
Correspondence of company Secretary with shareholders and directors – agenda – Minutes – Preparation.  
UNIT – IV  
Communication through letters : Essentials – Importance Contents – Reports by individuals – committees – annual report application for appointment – Reference and appointment orders.  
UNIT – V  
Communications media – merits of various devices – E-mail, internet, Intercom, Telegram, Telex and Telephones – Fax

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