



## Guidelines for Effective Business Communication

By Online Trainees

Createspace, United States, 2013. Paperback. Book Condition: New. 229 x 152 mm. Language: English . Brand New Book \*\*\*\*\* Print on Demand \*\*\*\*\*.This course provides clear guidelines for Effective Business Communication. Module 1 Effective Business Writing Introduction Planning your writing Write the first draft Edit the document Design the visual format and layout of the document Check the final draft Module 2 Effective Business Presentations Introduction Understanding the components of oral communication Factors to consider when preparing a presentation Structure of an effective presentation Visuals Preparing the environment Presentation skills - assessment rubric Presentation skills - coaching checklist Pitfalls of business communication.



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