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essential elements
to successful
business

communication:

Structure; Clarity;

Consistency;

Medium;

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Business;
Primacy/Recency;
Rule of 7 ± 2 ; If you
are going to
communicate
effectively in
business it is
essential that you
have a solid grasp
of these seven
elements.

The 7 Essentials of
Business

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What are the
business
communicator's

most important

goals in

communicating The
are: most

importance goal for
business

communicator in

negative message
Explaining clearly

and completely

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Projecting a
professional image.
Conveying
empathy and
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should always be in
common and easily
understandable
language so that it
may not be
misunderstood by
the persons
receiving it. (2)

Adequacy of
Message : The
message to be
communicated
should be

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adequate and complete in all respects since incomplete information turns out to be dangerous from the viewpoint of business.

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