

Unit 7**Reading Skills for
Effective Business Communication****Structure:**

- 7.1 Introduction
 - Objectives
- 7.2 Reading – Overview
 - Purposes of reading
 - Reading as a skill
- 7.3 Types of Reading
 - Skimming
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 - Extensive reading
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- 7.8 Answers
- 7.9 Case Study

7.1 Introduction

In the previous unit, we studied the advantages of oral communication. We also became familiar with the steps to follow for creating an effective presentation and the significance of using visual aids in presentation. Oral communication plays a significantly important role in business communication along with listening and written skills. At the same time, business executives also need to equip themselves with reading skills, in order to succeed in the workplace. The types of reading that you will have to do at the workplace will be varied – sometimes you may have to do extensive reading of professional books, magazines and journals; at other times you may be required to study research reports in an intensive manner. Often, business executives are also asked to scan newspapers and magazines to collect information, or to read and condense business related

Effective Business Communication Skills Murhy 7 Edition

Ying Liu



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Effective Business Communications Herta A. Murphy, Herbert William Hildebrandt, 1991-01 This text now includes a prologue on the high technology office of today and tomorrow including international and intercultural examples Over 400 business examples show how and how not to express ideas and there are over 300 end of chapter exercises and problems including detailed cases

Business English Soumitra Kumar Choudhury, 2011

Effective Business Communications Herta A. Murphy, Charles Edwin Peck, 1980 The Murphy book gives strong emphasis to completeness conciseness consideration concreteness clearness courteousness and correctness in business communication These seven Cs guide student readers to choose the content and style that best fits the purpose and recipient of any given message Pedagogically rich most chapters in this paperback text include checklists mini cases and problems Communication Probe boxes which summarize related research and sidenotes that isolate significant points that should not be missed Two new chapters are devoted to ethics and technology respectively

Basic Business Communication , *COMMUNICATION SKILLS AND PERSONALITY DEVELOPMENT* Dr. Seema Pandey, Dr. Priyanka Singh, 2024-07-01 COMMUNICATION SKILLS AND PERSONALITY DEVELOPMENT ALL UNDERGRADUATE COURSES SIXTH SEMESTER CO CURRICULUM COURSE Common Minimum Syllabus as per NEP for all UP State Universities

COMMUNICATION SKILLS, SECOND EDITION SEN, LEENA, 2007-09-20 Today the need for communication skills has become more important than ever before Communication plays a vital role be it the preparation one has to do to face an interview or deal with diverse business deals or interacting with colleagues superiors and others The Second Edition of this text based on the feedback received from the readers continues to highlight the vital skills one needs for effectively communicating in diverse situations Divided into five parts the text shows the power of three V s of communication the verbal the visual and the vocal examining at the same time the role of formal and informal communication methods and stressing the significance of grapevine in organizations It also demonstrates how important listening is and the basic skill sets needed by a manager for business dealings Further the text gives the nuances of verbal communication and the factors necessary for preparing a presentation besides giving a comprehensive view of non verbal communication It highlights the role of written communication the importance of business writing the formats of business letters memos and report writing and how flawed thinking impedes written communication The text concludes by emphasizing the crucial role played by corporate communication in enhancing an organization s image

What s New to This Edition New concepts such as Fog Index Readability Index Business Terms Acronyms Abbreviations e mail Etiquette Virtual Team Skills and Social Skills Many exercises and other inputs Written in a clear and straightforward style and in a student friendly fashion this concise and compact text is intended both for students of management and for young executives and managers

Business English University of Delhi, Written from an Indian perspective Business English prepares students for the emerging global business sector by making them aware of the need to adopt a sensitive

approach towards business communication Its unique pedagogical features include illustrations practical guides boxes with easy references exhaustive examples that reflect the changing business world charts and diagrams as value addition to the text and exercises to help in improving linguistic skills Reporting Technical Information Kenneth W. Houpp,1999 **OE**

[publication] ,1970 **Principles of Business Communication** C. Glenn Pearce,Ross Figgins,Steven Golen,1984

Journal of Business and Technical Communication ,1990 **Business Education Index** ,1984 An author and subject index of business education articles compiled from a selected list of periodicals and yearbooks published during the year

Exploring Speaking-writing Relationships Barry M. Kroll,Roberta J. Vann,1981 The 13 chapters in this volume explore what is known and what still needs to be learned about the complex relationships between speaking and writing The first chapter in the book provides a detailed overview of linguistic studies of oral and written language relationships The next three chapters focus on the relationships between children s oral and written language skills and what these relationships imply about the teaching of writing and reading Chapters five and six consider oral and written language in a societal context while chapters seven eight and nine are concerned with methodological issues in the study of speaking writing relationships each suggesting a way to broaden the understanding of these relationships The next two chapters broaden the understanding of oral written relationships by considering two special groups of individuals who often struggle to learn English speakers of other languages and the profoundly deaf The final two chapters focus on pedagogy such as integrating speaking and writing in a business communications course RL **Disparities in Developing Countries: Disparities in social sciences,**

politics and gender ,2004 **The Cumulative Book Index** ,1999 **A TAXONOMYFOR THE COMPOSITION OF MEMORANDUM SUBJECT LINES: FACILITATING WRITER CHOICE IN MANAGERIAL CONTEXTS** PRISCILLA S.

ROGERS,1989 **Vocational-technical Learning Materials** Bruce Reinhart,1974 *Forthcoming Books* Rose

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