

LEARNING GUIDE - NOTES

UNDERTAKE BUSINESS COMMUNICATION

7.1 Introduction

This unit specifies the competencies required to undertake business communication. It involves handling correspondences, maintaining human resource records, aligning response time to service charter, safeguarding confidentiality of information, implementing organization policies and managing communication on social media platforms.

7.2 Performance Standard

It involves handling correspondences, maintaining human resource records, aligning response time to service charter, safeguarding confidentiality of information, implementing organization policies and managing communication on social media platforms in line with the SOPs, as per the organization procedures, in line with service charter, within the organization and according to social media policies and procedures.

7.3 Learning Outcomes

7.3.1 List of Learning Outcomes

- a) Handle correspondences at the workplace
- b) Maintain human resource records
- c) Align response time to service charter
- d) Safeguard confidentiality of information
- e) Manage communication on social media platforms

Business Communication Lecture Guide

Marco Cascella



Business Communication Lecture Guide:

The Enigmatic Realm of **Business Communication Lecture Guide**: Unleashing the Language is Inner Magic

In a fast-paced digital era where connections and knowledge intertwine, the enigmatic realm of language reveals its inherent magic. Its capacity to stir emotions, ignite contemplation, and catalyze profound transformations is nothing lacking extraordinary. Within the captivating pages of **Business Communication Lecture Guide** a literary masterpiece penned by a renowned author, readers embark on a transformative journey, unlocking the secrets and untapped potential embedded within each word. In this evaluation, we shall explore the book's core themes, assess its distinct writing style, and delve into its lasting impact on the hearts and minds of those that partake in its reading experience.

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