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ID; 11682

DATE; JUNE 25 2020

SUBJECT; BUSINESS COMMUNICATION

MAM; WAJEEHA USMAN

Q No1. What are the difficulties in the process of effective communication?

Ans.

Deficiency of attention, interest, distractions, or insignificance to the receiver. Differences in perception and viewpoint. Physical disabilities such as hearing problem or speech difficulties.

- Feel your feelings. Realize that it is okay to feel pain, let yourself be sad, angry or any other emotion.
- Make a plan. You can feel those emotions but you can't live with them forever, and you can't let them run your life.
- Know that others struggle.
- Spread out.
- Accept support.
- Help others.
- Enjoy
- No shame
- Be proud
- Celebrate.

Q2. Draw a format of a Business Letter indicating the position of all essential and non-essential parts of business letter.

Business letter sample format

Company name

Street No

City, STATE, Zip Code

Phone and Fax numbers

Date

Embassy of Pakistan

attention: Visa Department

Dear Sir!

This is to introduce (Applicant's name), who is our (state exact detailed position) with (company name). His/hers job duties consist of the following: (state exact detailed position) . (Applicant's name)

Wishes to visit your country from (Propose Date of Exit) in order to (exact purpose of trip in detail).

We are requesting a business visa to be issued. While in (name of country), he/she will be contacting

Contact person's name

Company name

Company street address and phone number

(Company name) hereby guarantees the expenses of (applicant's name) trip including return airline to the United States.

Sincerely,

Authorized signer other than the applicant

Title

Essential part of business letter;

1. Heading
2. Date
3. inside address
4. Salutation
5. Body of the letter
6. Complimentary close
7. Signature

Non-Essential part of business letter

1. Reference line
2. Attention line
3. Subject line
4. Identification line
5. Enclosure line
6. Carbon copies

Q.3

Seven C's of communication;

1. Completeness
2. Conciseness
3. Consideration
4. Clarity
5. Concreteness
6. Courtesy
7. Correctness

Consideration; Consideration means preparing every message with the message receivers in mind; put yourself at their place; being aware of their ideas, emotions, attitudes, desire, conditions and likely reactions to your point.

Handle the matter from their point of view, called as you attitude

Conciseness;

Conciseness means "convey the message by using fewest words"

"Conciseness" is the requirement to effective business communication"

As you know that all businessmen have very short time.

Hence a short message saves the time and expenses for both the parties.

THANK YOU..