

Definition

“Business Communication is a process in which one person express their thoughts, opinions, ideas etc. to another person in business organisation for carrying out business activities.”

In easy language

Communication takes place at every level/place. When the communication takes place in the business then it is know as business communication.

Characteristics of Business Communication

- Communication involves at least two persons.
- Message or information is must.
- It is a two way process.
- It is a continuous process.
- It takes place at every level.
- It can be written/oral/gestural.

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