

Business communication essay sample

[Sociology](#), [Communication](#)



Communication type Explain the communication type and its purpose Likely audience and reason for selection Email

(Electronic)

Website

(Electronic)

Fax

(Electronic)

Invoice

(Non-Electronic)

Letter

(Non-Electronic)

Memo

(Non-Electronic)

Upon completing this assignment you will achieve the following criteria:

P7 - Outline electronic and non-electronic methods for communicating business information, using examples for different types of audience

Scenario

So that Chester Zoo is able to see whether they are using communication effectively, they have asked you to produce a document which outlines the different electronic and non-electronic methods for communicating business information. You will need to summarise the key points and provide examples where possible to illustrate the points that you are going to make.

Task One (P7) - Deadline :

Using business communication documents (electronic and non-electronic forms) describe the type of communication and potential audience for each. You should use the table of communication types to outline the required information as well as making sure that you gather examples of different types to illustrate your points where appropriate.

You should gather examples of the various document types that are being used in order to illustrate the points that you are making within the table. You need to make sure that you link the comments you make with the examples that you gather to illustrate your points.

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gfzgbusiness Communication

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