

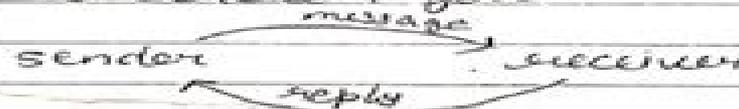
## Business Communication

Communication: Communication is exchange of ideas, opinions, information or emotions by two or more than two people to create mutual understanding. It is process of sharing information by sharing of words, symbols, signs, gestures etc.

Example - Handshake, call etc

### Characteristics

- 1) Communication is a two way process
- 2) It can be verbal as well as non verbal
- 3) It is a circular flow



- 4) It is a continuous process
- 5) It is pervasive in nature
- 6) It is a goal oriented process

### Two Way Process / Interpersonal Communication

Communication is possible only when at least two people i.e. sender and receiver are present.

### Verbal and Non-Verbal

# B Com 1st Year Business Communication Notes

**AN Whitehead**



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