

Business Correspondence And Report Writing By Rc Sharma

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Business Correspondence and Reporting. A business goes hand in hand with networking. Although networking is all about exchanging ideas and information, this exchange must be formal when business matters are involved. And, correspondence and reporting are the pillars of formal communication. Thus, having a knowledge of basic rules involved and their application in formal communication becomes of paramount importance.

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Business letters, for example, may confirm an agreement or reject a request, while a business report may record everything from a business trip to a company meeting. Function Business letters often communicate positive or negative news and other business matters to an audience external to a company or organization, whereas business reports usually provide detailed factual information to a variety of audiences.

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The 5 most common types of business correspondence include internal correspondence, external correspondence, sales correspondence, personalized correspondence, and circulars. 1. Internal Correspondence. Internal correspondence is a written communication between the employees, units, departments, and branches of the same organization.

5 Common Types Of Business Correspondence | Founder's Guide

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