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The Murphy book gives strong emphasis to completeness, conciseness, consideration, concreteness, clearness, courteousness, and correctness in business communication. These "seven Cs" guide student-readers to choose the content and style that best fits the purpose and recipient of any given message.

Effective Business Communications: Murphy, Herta A ...

The top characteristic of effective business communication is listening! None of us are so magnificent that people want to listen to us pontificate! It is irritating and extremely ineffective, not to mention a very quick way to lose respect.

The top 5 characteristics of effective business communication

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Here are four ways to help develop your business communication skills to make them effective. Completeness - Make sure the communication you share and send out to others is complete. Include all of the facts required by the audience. Be precise in the words you use to express your intended message. Refrain from making any assumptions about the receiver.

What Is Effective Business Communication And Why Is It ...

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