



the art of business communication

basics of formal business communication

Business communication is somewhat different & unique from other types of communication since the purpose of this communication is to effectively run a business. It is important for the new joiners to develop good business communication skills. Knowing the importance of this communication and developing appreciation & understanding of key points/ skills help them to integrate & contribute early in their transition from academic to work life.

Contents

Art of email writing

- Making an Inquiry
- Replying to an inquiry
- Discussing problems in a project
- Addressing issues

Drafting Business letters

- Common phrase for business letters
- Layouts & Samples

Memo/Report/Proposal writing

- Layout and Samples

Presentation skills tips

- Points to remember
- Right body language
- Appropriate content
- Voice Modulation
- Make a right PPT
- Proper use of images & animation

Take Away

This training will familiarise the participants to various facets of business communication requirements & help them to communicate effectively with confidence in their work responsibilities.

Objectives

- Understand importance of business communication
- Understand & practice different elements of business communication
- Knowing do's & don't's

Who should attend?

New Employees, Operating Level, Middle Level

What is the duration?

1 day, 2 days, 3 days, 3 ½ days

[choose duration](#)

Interaction language

Hindi, English, Hindi/ English

Methodology

- Multimedia Presentation
- Lecture
- Facilitated Discussion
- Group exercise
- Individual exercise
- Study material
- Anecdotes
- Role plays
- Games
- Q & A

To benefit from this training workshop as an organization or, an individual or, a group, please [contact us](#).

Contact: info@incrove.com; 91-120-4119401