

# Basics of business communication

One of the main priorities in the work of our company is high requirements for quality. In order to provide our customers with the best quality products, we organized the Automated Testing Department, which allows you to guarantee a high level of quality at all stages of development.

This software will be easy to use for your company because our business analysts investigate your business with very deep focusing on details.

- В Штат разработчиков нашей компании большой и позволяет варьировать участие

специалистов уровня Senior и Middle на Вашем проекте. Мы можем снизить стоимость за счет использования большего числа специалистов уровня Middle, при этом, возможно, вырастет количество часов на проекте, либо сократить число часов за счет использования большего числа Senior девелоперов. Предложенный нами вариант, гарантирует Вам готовый продукт в установленные сроки, с максимально высоким качеством разработки, что значительно облегчит дальнейшую интеграцию и эксплуатацию ПО.

We understand that the transition to a new platform is always a stressful and risky step for a business, but you can not worry about it, as our team will have not only experienced technical specialists, but also qualified consultants who will train each employee quickly and qualitatively "on a turn-key basis".

We have never done this : We are ready to make before: but If You advise our company to Your friends and they also become ours customers- we will refund 5% of the total cost of Your project.

Communication is the process of interaction between people, during which interpersonal relationships arise, manifest and form.

Communication involves the exchange of thoughts, feelings, experiences.

Communication is a social process leading to the establishment or renewal of social ties through the achievement of changes in the opinions, assessments, points of view of the people included in this process. As a result of communication, the qualities of community, unity and integrity become inherent in all participants.

Business communication is the process of interaction between business partners aimed at organizing or optimizing one or another type of subject activity: industrial, scientific, pedagogical...

Subject: activity (business).

Objectives: productive cooperation, striving for convergence of goals, improving partnerships.

***Business communication differs from simple communication in that the process of its implementation sets a goal and specific tasks that must be solved.***

**Kinds**

**straight**

**indirect**

**direct contact**

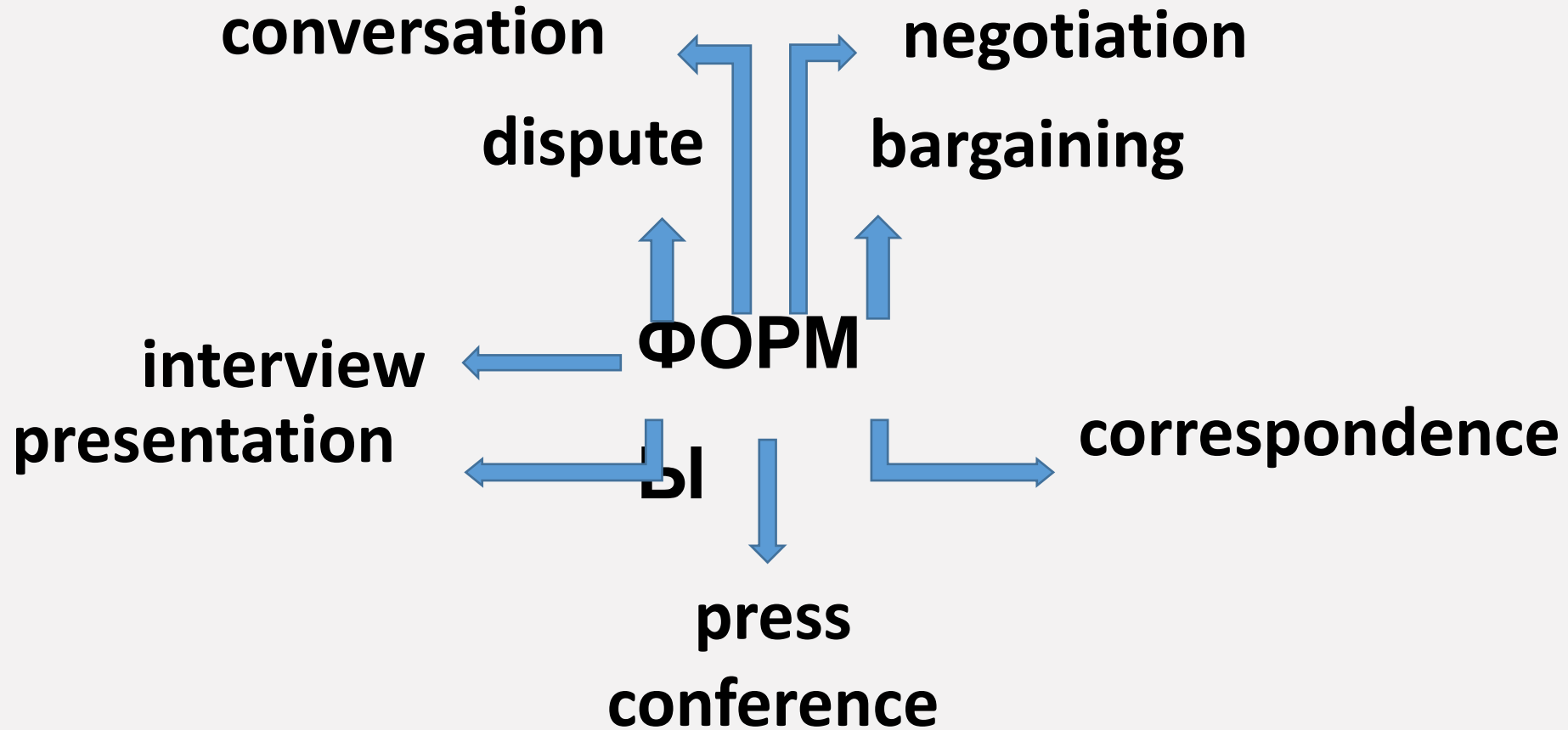
**spatio-temporal  
distance**

**Forms**

**written**

**oral**





Transfer or exchange of information messages and opinions on certain issues and problems.

Functions:

mutual communication of employees from the same area. Joint search, promotion and development of working ideas and concepts.

Means of coordinated decision-making in the process of communication of interested parties. They are always focused and involve the conclusion of transactions, the signing of agreements and contracts.

They can take place at the official or informal level.

They can be external and internal

A method of open collective discussion of problems by a group of specialists.

A generally accepted form of business communication to discuss production issues and problems that require collective reflection and solution.

Purpose: description of the expected result, the desired type of solution, the desired outcome of the work.

## Meeting types:

- planning meetings
- meetings on labor motivation
- meetings on intra company organization
- meetings to monitor the activities of employees
- firm-specific meetings.

The generalized name of documents different in content, allocated in connection with a special way of transmitting an information message.

A business letter is a written appeal to an official, drawn up in accordance with the rules of correspondence.