

## Lesson 6: Basic Business Writing Concepts Business Communication

Communication is the key in any relationship – personal or business.

Face-to-face communication may be deemed as the best type of communication.

Communication in the form of letters or emails seems more convenient and efficient.

1. **Business Communication** - a well-written letter
2. **Purpose** - your mission, objective, goal, and proposal, all rolled out into one.
3. **Punctuation and Character** - character cannot be taught. It cannot be faked.

### Letter Formats

1. Full Block Letter
2. Modified Block Letter
3. Semi- block Format

# Business Writing Concepts And Applications

**M Carnoy**



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