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The basics of interpersonal  
communication. Boston, MA: Allyn &  
Bacon. Boston, MA: Allyn & Bacon.  
National Association of Colleges and  
Employers, National Association of  
Colleges and Employers.

References: Effective Business  
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Communication Process. The communication is a dynamic process that begins with the conceptualizing of ideas by the sender who then transmits the message through a channel to the receiver, who in turn gives the feedback in the form of some message or signal within the given time frame. Thus, there are Seven major elements of communication process:

Communication Process - Business  
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introduces the basics of  
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Business Communication: Process &  
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Session 1: Communication

Preferences: A Self Assessment.

Discover how preferences in  
perceptions, words and opportunities  
effect communication style; Explore  
the effect of communication  
preferences on business opportunities;  
Session 2: Communication Strategy.  
Developing communication strategy  
using audience, intent, message and  
task

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