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There are seven essential elements to successful business communication: Structure; Clarity; Consistency; Medium; Relevancy; Primacy/Recency; Rule of 7±2; If you are going to communicate effectively in business it is essential that you have a solid grasp of these seven elements.

### **The 7 Essentials of Business Communication**

What are the business communicator's most important goals in communicating The are: most importance goal for business communicator in negative message Explaining clearly and completely Projecting a professional image. Conveying empathy and sensitivity Being Fair Maintaining friendly relations. 14.

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### **13 Essential of an Effective Communication System ...**

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