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~~Business Correspondence and Reporting. A business goes hand in~~

~~hand with networking. Although networking is all about exchanging~~

~~ideas and information, this exchange must be formal when business~~

~~matters are involved. And, correspondence and reporting are the~~

~~pillars of formal communication. Thus, having a knowledge of basic~~

~~rules involved and their application in formal communication~~

~~becomes of paramount importance.~~

Business Correspondence and Reporting: Formal Writing and ...

Business Correspondence and Report Writing,3e: Author: R C

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Sharma Krishna Mohan: Edition: reprint: Publisher: Tata McGraw-Hill Education, 2002: ISBN: 0070445559, 9780070445550: Length: 431 pages :...

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Business letters, for example, may confirm an agreement or reject a request, while a business report may record everything from a business trip to a company meeting. Function Business letters often communicate positive or negative news and other business matters to an audience external to a company or organization, whereas business reports usually provide detailed factual information to a variety of audiences.

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Maintaining a Proper Relationship. It is not always possible for any

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