

THE APPEARANCE AND DESIGN OF BUSINESS MESSAGE

WHY APPEARANCE AND DESIGN IMPORTANT IN BUSINESS COMMUNICATION?

- a nonverbal impression
 - appearance and the format of the message.
- For example, if you send your resume enclosed with a covering letter, will communicate something about you even before your receiver reads a word of it.

BUSINESS LETTERS

- The medium used most often for written messages to the person outside your organization is business letter.
- The many type of styles and formats of modern processing

Experience The Message Cl

Ying Liu



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