**Business Communication**

**September 2023 Examination**

**1. What is Report Writing? Define the 3 sections of Report writing explaining each in detail**

**Introduction:**

Report writing is an established and formal approach to presenting statistics, findings, or analysis on a specific subject matter or difficulty. It includes gathering relevant information, organizing it logically, and conveying it really and concisely. Reports are typically used in commercial enterprises, academia, research, and diverse professional fields to speak essential data, make knowledgeable selections, and document studies or investigations.

**Execs of Report Writing:**

**1. Clear communication:** reviews provide a based format that permits records to be supplied clearly and concisely. This enables assertive communication and ensures that the readers,

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**2. As an effective manager and a leader, while writing a negative message to your audience, which are the steps you would consider before drafting the message.**

**Ans:**

**Introduction:**

When writing a poor message as a supervisor and leader, it is crucial to consider the steps outlined below to ensure the message is delivered effectively. Although negative news can be challenging, approaching them with thoughtfulness and readability can help maintain professional relationships and reap the desired outcomes.

**Concept & application:**

**Here are the steps to consider:**

**1. Analyze the situation:**

Before drafting a negative message, cautiously examine the scenario at hand. Identify the

**3. a. What is Digital Media? What are the ways for optimizing the content for mobile devices?**

**Ans:**

**Introduction:**

Virtual media is any shape of media content saved and transmitted electronically. It encompasses diverse forms of communication, together with text, images, audio, and video, allotted through digital channels like the Internet, social media platforms, cellular applications, and more. In the modern digital age, virtual media has become a crucial part of our lives, transforming how we consume statistics, interact with others, and engage with the

**b. You are planning to switch your job and are in the process of applying to another company. What is a job market? What are the points of an organization and job opportunity will you consider while in the process of applying for the job?**

**Ans:**

**Introduction:**

In today's fast-paced and aggressive international, the job market is essential in shaping people's professional lives. The task market refers to the overall conditions and dynamics surrounding employment possibilities, including the delivery and demand of jobs, the qualifications and capabilities required, and the compensation and advantages organizations provide. Know-how in the process market is essential while planning a profession pass, as it