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Mastering Business Communication Macmillan Press Ltd., 1983  
N.B. Sigband Business Communication Harcourt Brace  
Jovanovich College Outline Series, Books for Professionals,  
Harcourt Brace Jovanovich Publishers, 1984

## **Lecture Notes Business Communication A**

6. What are the standard business communication channels? (LO 2-3) A communication channel is the means by which you convey your message. Communication channels vary in speed, accuracy of transmission, cost, number of messages carried, number of people reached, efficiency, and ability to promote goodwill. 7.

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