Essential Business Communication

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The areas of learning that am looking forward to in this course are understanding the communication to human. I am looking forward to learning and understand human communication importance, the forms of human communication, the myths about human communication. The other area that I am looking forward to this course is business. I am looking forward to understanding virtuous business what it means. The content that was most familiar with the essentials of human communication is the skills of human communication. They are skills of self-presentation that enable one to present themselves as likable, credible, approachable, and a confident person. Other skills are relationship skills, interviewing skills, group interaction and leadership skills, the skill of presentation and public speaking, and group relation and leadership skills. The essential of human communication is an overall model of communication between two individuals and most precisely portray interpersonal communication. It puts into visual form the different factors of the process of communication.

The other familiar content is the channels of communication. Essential of human communication shows how skills of human communication apply to the workplace and the real world. New things that I learned are the myths about human communication. These myths are the more one communicates, the better their communication becomes. The other myth is when two people are in a relationship that is close, and neither person should have to communicate wants and needs clearly, the other person should know what these are. Group or interpersonal disagreements is a sign that is reliable that the relationship or group is in trouble. Like good communicators, leaders are not made but born. The fear of speaking in the public is harmful and should be eradicated. These are the myths about human communication (Pearsonhighered, 2020).

A virtuous business is a business that upgrades itself by concentrating on its basic characteristics. This is where one can really explain how they are going to treat the world. It is also where one gets to be a little over the top philosophical. Virtuous firms are featured by having high integrity, a desire for excellence in their product services provision, in addition to business leadership excellence and practices of management, an open communication culture, collaboration, and cooperation. (GARY WILKINSON, 2018) I am going to apply this in my learning by desiring to excellence in my education by doing all I can to perform well in my education. I will also collaborate and cooperate with my teachers and fellow students to work together to achieve the best outcomes.

The questions that I have about the Communication Audit Project are; does one get the information they need when they need it? Within internal resources and channels, how easy is it for one to find what they are looking for? These are some of the questions that I have concerning the communication audit project. To engage in a content discussion, I would plan on how the debate will be conducted (Uwaterloo, 2020). I would also share the content with fellow students to prepare for the discussion. During the discussion, all participants must be active and share ideas. During the discussion, everyone can share all their ideas and thoughts, no matter how insignificant. This would help discuss the content into further details under different perspectives. Also, there would be a brainstorming activity where everyone must participate. I would make key points of the content under discussion, which should reflect on the weekly log. Every topic discussed will appear on the logs.

My previous experience doing research was a research conducted to investigate employees in a working environment. The research was based on three organizations, whereby two of them were manufacturing companies and a financial institution. The research was to understand how employees adapt to new working environments, and also how existing employees socialize with the rest as well as their supervisors. The research took three months. It took longer to gather information in all the firms as they were very busy and hardly had time to spare for interviews and filling questionnaires. When opportunities arose, the employees would be very cooperative; at times, it was required to have incentives in order to gain participants. At times I would encounter employees who are reluctant to share information due to fear that giving information would jeopardize their relationship with the leaders and workmates. Doing the research also included interrogating supervisors and leaders of the organizations. Getting their attention was very hard, considering they had employees supervise and other operations to carry on.

This course calls for a student to reach out for details and gather as much information as possible. It is a course that involves analyzing data and compiling it to come up with an adequate report on the findings. One concentrates on a topic of study, plans on how and where to gather information about the subject. It also involves the use of analytics. A course is a tool that anyone can use, including entrepreneurs who might be prospecting on an investment such as setting up a business on a certain new location. I expect the course to provide expertise to conduct researches and gain valuable information from the studies.

**References**

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