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5. primary audience.

secondary audience.

stakeholders.

refutation. the person

or people to whom

your message is

addressed. people

other than the primary

audience who may

read or hear yo.... any

persons or groups who

will be affected by an

action.

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heading for an
audience friendly
message _____ clarifies
its content _____
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of information that
allow the reader to
quickly absorb a
sequential process.
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subheadings.

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Good writers are more
likely to write regularly
and use rules flexibly.

1/1 Point True False

22) Brainstorming,

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clustering and
freewriting are
techniques that help
you get ideas before
you begin to write. 1/1

Point True False 23)

Abbreviations are
inappropriate in
business-related e-mail
messages even if they
are part of the group's
culture. 1/1 Point True
False 24) In order to
make writing easier to
read, it is good to use
familiar words or words
that are a part of

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write, think.

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sets of message

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openers. Circle the letter of the opener that illustrates a direct opening. Write an appropriate subject line for each opening paragraph. 16.

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Chapter 5 is devoted to the preparation of electronic communications – not only because of

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popular use in organizations, but also because of their particular characteristics as informal, yet powerful forms of communication.

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or what is a primary audience A The person to whom the message is addressed B The people who you | Course Hero.

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on developing and

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applying professional oral communication skills The ability to engage in effective oral communication, to speak with clarity and in a concise manner, is important in your professional life

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Safe, informed, heard,
choose because
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Message that Matter 3.
What are the 6 main barriers to effective communication? Which barriers are easiest to surmount?

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