

Business Communication Study Guide 1

Chapter 1

Management Definition: The art and science of accomplishing individual and organizational goals through the efforts of individuals and groups using planning, organizing, leading, and controlling.

- Principles of management are the means by which you accomplish tasks through others—individually, in groups, or in organizations.

3 types of managers, supervisory/manager descriptions

1. **Top Managers:** Responsible for developing the organization's strategy and acting as a steward for its vision and mission.
2. **Functional Managers:** Responsible for the efficiency and effectiveness of a specific business area (ex: accounting or marketing). (could be called Brand Managers)
3. **Supervisory Managers/Team Managers:** Responsible for coordinating a subgroup of a particular division or a team composed of members from different parts of the organization. (e.g. Hotel managers, responsible for staffing to customer service to flowerling display.)
4. **Line & Staff managers** serve 2 distinct functions. Line managers (product or service managers) lead a team that contributes directly to the products or services the organization creates. Staff Manager: leads a function that creates indirect inputs (finance & accounting), & also serves as a supporting role.
5. **Project Manager:** responsible for the planning, execution, and closing of a specific project.
6. **General Manager:** responsible for managing the identifiable revenue-producing unit (ex: store, business unit, or product line). Make decisions across various functions and have rewards tied to the performance of the entire unit. Take direction from their top executives & must 1st understand the executives' overall plan and then set a specific goal for their department to fit with the plan.

Mintzberg's 10 Managerial Roles and the 3 Mintzberg uses to Categorize Feedback:

Interpersonal: involve providing information and ideas.

- **Figurehead:** manager represents the organization in all matters of formality, basically the face of the organization.
- **Leader:** Giving leadership
- **Liaison:** managers use liaison to gain favors and information and maintain routine workflow. Managers must communicate with internal and external contacts. Be able to network effectively on behalf of your organization.

Informational: involve processing information

- **Monitor:** Receive and collect information. Also monitoring the team, in terms of productivity and well-being.
- **Disseminator:** Transmitting information into the organization.
- **Spokesperson:** disseminates the organization's info into its environment. Responsible for transmitting info about the organization and its goal to the outside people.

Decisional: involve using information

- **Entrepreneur:** Initiates change. Create and control change within the organization, meaning solving problems, generating new ideas, and implementing them.

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Myles Hassell



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Business Communication Deborah C. Andrews, William David Andrews, 1988 Study Guide for Use with Business Communication James M. Dubinsky, Mary Ellen Guffey, 2007-07-11 **Excellence in Business Communication** John V. Thill, 2005 **Business Communication, Study Guide** William V. Ruch, 1991-01 **Business Communication** Betty S. Johnson, Marsha L. Bayless, 2004-06-01 Business Communication 4e includes complete coverage of business communication concepts including channel selection team communication and societal issues of ethics etiquette diversity and technology Traditional topics of oral communication reports memos letters electronic messages and employment communication are addressed as they apply to today's workplace environment A review of key grammar spelling commonly misused words and document formatting is provided in the appendices **Excellence in Business Communication**, 2001 *Principles of Business Communication Study Guide and Casebook* Richard Wiegand, Ronald E. Dulek, John S. Fielden, 1989 Study Guide for Business Communication Today Courtland F. Bovée, Courtland L. Bovée, John V. Thill, 2009 Study Guide for Business Communication Today *Study Guide for Means' Business Communication, 3rd* Thomas Means, 2018-02-27 This guide includes a variety of study aids to help you master the course material whatever your learning style You'll find vocabulary quizzing critical thinking questions and situational activities to complete correlated to the learning objectives Business Communication Liam Perry & Tyler Miller, 2018-12-24 Communication is one of the most important aspects of the business world Professional men and women use communication for getting ahead resolving interpersonal conflicts and working collaboratively with others to achieve unified goals Since communication is such a necessary business component business people must familiarize themselves with communication techniques that will be most effective for them and their professional counterparts The importance of communication skills can be seen when good quality communication occurs that prevents misunderstandings miscommunication and conflict It produces productive work and performance which ultimately impacts the company's bottom line Business Communication is any communication used to promote a product service or organization with the objective of making sale In business communication message is conveyed through various channels of communication including internet print publications radio television outdoor and word of mouth There is a good chance that you may not know what kind of listener you are After all until the topic arises most people do not tend to think about the issue So now is the time to think about it There are different types of listeners out there and learning about some of the different ways that people listen may help you use that information to improve your listening skills This book covers all the aspects of Business Communication It is hoped that this book will meet the requirements of teaching training and development programme Besides the text will provide valuable guidance to any individual who is keen on improving his/her communication skills **Business Communication** Moira Bender, 2009 **Study Guide for Excellence in Business Communication, Ninth Edition** John V. Thill, 2010 **Business Communication** Mary Ellen Guffey, 1996 Business

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