Mindluster Platform

About the course Business Communication MBA

MBA stands for Master of Business Administration, which is a graduate degree in business management. The MBA program is designed to provide students with a comprehensive understanding of business concepts.

Business Category's Courses

Course Lesson(65)

Lesson 1 : **Chap 1 1 Understanding Why Communication Matters**

Lesson 2 : **Chap 1 2 Communication Objectives Redefined in a New Digital World**

Lesson 3 : **Chap 1 3 Communicating as a Professional**

Lesson 4 : **Chap 1 4 A Exploring the Communication Process**

Lesson 5 : **Chap 1 4 B Exploring the Communication Process**

Lesson 6 : **Chap 1 5 The Mobile Revolution**

Lesson 7 : **Chap 1 6 Using Technology in Business Communication**

Lesson 8 : **Chap 1 7 Committing to Ethical and Legal Communication**

Lesson 9 : **Chap 2 2 Communicating Collaboratively**

Lesson 10 : **Chap 2 5 Improving listening skills**

Lesson 11 : **Chap 2 6 Improving Nonverbal Communication**

Lesson 12 : **Chap 2 7 Developing Business Etiquette**

Lesson 13 : **Chap 3 1 A Discuss Intercultural Communication**

Lesson 14 : **Chap 3 1 B Discuss Intercultural Communication**

Lesson 15 : **Chap 3 2 Define Culture and Cultural Bias**

Lesson 16 : **Chap 3 3 Explore Cultural Variety and Differences**

Lesson 17 : **Chap 3 4 Learn to Adapt to any Business Culture**

Lesson 18 : **Chap 3 5 Improve Intercultural Communication**

Lesson 19 : **Chap 4 1 Three Step Writing Process**

Lesson 20 : **Chap 4 2 A Analyzing Your Situation**

Lesson 21 : **Chap 4 2 B Analyzing Your Situation**

Lesson 22 : **Chap 4 3 Gather Information**

Lesson 23 : **Chap 4 4 Selecting the Medium**

Lesson 24 : **Chap 4 5 A Organizing Information**

Lesson 25 : **Chap 4 5 B Organizing Information**

Lesson 26 : **Chap 4 5 C Organizing Information**

Lesson 27 : **Chap 4 5 D Organizing Information**

Lesson 28 : **Chap 5 1 Adapting to Your Audience**

Lesson 29 : **Chap 5 2 Build Strong Relationships**

Lesson 30 : **Chap 5 3 Control Your Style and Tone**

Lesson 31 : **Chap 5 4 Composing Your Message**

Lesson 32 : **Chap 5 5 Creating Effective Sentences**

Lesson 33 : **Chap 5 6 Crafting Unified Coherent Paragraphs**

Lesson 34 : **Chap 6 1 Evaluating First Draft**

Lesson 35 : **Chap 6 2 Revising to Improve Readability**

Lesson 36 : **Chap 6 3 Editing for Clarity and Conciseness**

Lesson 37 : **Chap 6 4 Producing Your Message**

Lesson 38 : **Chap 6 5 and 6 6 Proofreading and Distributing Your Message**

Lesson 39 : **Chap 7 1 Electronic Media for Business Communication**

Lesson 40 : **Chap 7 2 Email in business communication**

Lesson 41 : **Chap 7 3 Instant messaging in the workplace**

Lesson 42 : **Chap 7 4 Web content information architecture**

Lesson 43 : **Chap 10 1 Strategy for Routine Requests**

Lesson 44 : **Chap 10 2 Common Examples of Routine Requests**

Lesson 45 : **Chap 10 3 Strategy for Routine Replies and Positive Messages**

Lesson 46 : **Chap 10 4 Common Examples of Routine and Positive Messages**

Lesson 47 : **Chap 11 1 The Three Step Writing Process**

Lesson 48 : **Chap 11 2 The Direct and Indirect Approaches**

Lesson 49 : **Chap 11 3 Ethics and Etiquette In Messages**

Lesson 50 : **Chap 11 4 Routine Negative Messages**

Lesson 51 : **Chap 11 5 Negative Organizational News**

Lesson 52 : **Chap 11 6 Negative Employment Messages**

Lesson 53 : **Chap 12 1 The Three Step Writing Process**

Lesson 54 : **Chap 12 2 Developing Persuasive Business Messages**

Lesson 55 : **Chap 12 3 Developing Marketing and Sales Messages**

Lesson 56 : **Chap 12 4 Maintaining High Standards of Ethics Legal Compliance and Etiquette**

Lesson 57 : **Chap 16 1 Planning a Presentation**

Lesson 58 : **Chap 16 2 Developing a Presentation**

Lesson 59 : **Chap 16 3 Delivering a Presentation**

Lesson 60 : **Chap 16 4 Incorporating Technology in Your Presentation**

Lesson 61 : **Chap 17 1 Role and Type of Visuals**

Lesson 62 : **Chap 17 2 Structured or Free Form Design Strategy**

Lesson 63 : **Chap 17 3 Design Effective Slides**

Lesson 64 : **Chap 17 4 Effective Slide Content**

Lesson 65 : **Chap 17 5 Navigation and Support Slides**

Related courses

Business Entrepreneurship

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Start a Cleaning Business

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