

2011

## An Introduction to Business Communication

Mike Fazey

University of Notre Dame Australia, [mike.fazey@nd.edu.au](mailto:mike.fazey@nd.edu.au)

Follow this and additional works at: [http://researchonline.nd.edu.au/bus\\_books](http://researchonline.nd.edu.au/bus_books)

COMMONWEALTH OF AUSTRALIA

Copyright Regulations 1969

WARNING

This material has been copied and communicated to you by or on behalf of the University of Notre Dame Australia pursuant to part VB of the Copyright Act 1969 (the Act).

The material in this communication may be subject to copyright under the Act. Any further copying or communication of this material by you may be the subject of copyright protection under the Act.

Do not remove this notice.

### Recommended Citation

**Fazey, M. (Ed).** (2011). *An introduction to business communication (2nd Ed.)*. North Ryde: McGraw Hill Publishers.

This Text Book is brought to you by the School of Business at ResearchOnline@ND. It has been accepted for inclusion in Business Books by an authorized administrator of ResearchOnline@ND. For more information, please contact [researchonline@nd.edu.au](mailto:researchonline@nd.edu.au).



# Business Communication Custom Text

## Revised Outline

---

### Description:

This book is designed to help student to develop learning and study skills and introduces them to communication issues and methods that apply to business practice.

The first part of the book (chapters 1-6) covers key literacy skills as well as research and planning skills that are applicable to studying business.

The second part (chapters 7-12) covers communication in the business environment and helps students to develop the interpersonal and team communication skills required of business professionals, as well as raising awareness of the communication conventions and standards of the business world.

Topic No.	Topic Title	Sources
1	Introduction to business communication	Windschuttle and Elliott Ch.2
2	Reading and note-taking	Bretag et al Ch.1 Bretag et al Ch.2
3	Effective writing	Windschuttle and Elliott Ch.4 Windschuttle and Elliott Ch.45 Bretag et al Ch.5
4	Research	Windschuttle and Elliott Ch.10
5	Essays	Bretag et al Ch.3
6	Referencing	Windschuttle and Elliott Ch.12 Bretag et al Ch.4
7	Presentations	Windschuttle and Elliott Ch.34 Bretag et al Ch.9
8	Business reports and proposals	Windschuttle and Elliott Ch.24 Windschuttle and Elliott Ch.26 Bretag et al Ch.7
9	Team communication	De Janasz et al Ch.10 Crossman et al Ch.5
10	Interpersonal communication	Crossman et al Ch.1 De Janasz et al Ch.6
11	Business networking	De Janasz et al Ch.16
12	Electronic communication	Crossman et al Ch.7 Bretag et al Ch.8