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They may also include statements that align business and employee interest, and underscore common ground and benefit (Business Communication for Success, 2015). Memos usually carry nonsensitive and routine information; therefore, most emails will be written using the direct approach.

Unit 22: Memos - Communication @ Work

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Solution CHAPTER 1: UNDERSTANDING BUSINESS

COMMUNICATION IN TODAY'S WORKPLACE CHAPTER SUMMARY

Chapter 1 focuses on the importance and benefits of becoming an effective business communicator and highlights characteristics of effective communication.

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