

What is “Business Communication”?

sending and receiving of messages in an organization



“I’m not used to communicating face-to-face. Can we conduct this interview via text?”

Characteristics of Business Communication

- Complex
- Competitive
- Group oriented
- Task oriented
- Data based



useful tactics for business communication

- Study the company
- Know your resume
- Prepare an interview emergency kit
(extra copies of your resume, directions to the office, a bottle of water, pens, notepad, tissue paper)
- Study the job description
- Build rapport
(shake hands, make eye contact, and smile)
- Make eye contact
- Body language
- Display your skills with concrete examples
(showing is important than telling)
- Be yourself
- Follow up quickly

Top 10 Common Job Interview Questions

1. Tell me about yourself.
2. Why should we hire you?
3. What is your greatest strength?
4. What is your greatest weakness?
5. Why do you want to leave (or have left) your current job?
6. What are your salary expectations?
7. Why do you want this job?
8. How do you handle stress and pressure?
9. Describe a difficult work situation or project and how you overcame it.
10. What are your goals for the future?

And what about your questions?

Tecrübesiz

BAYAN

ELEMAN

ARAMIYOR

Not= Eskiisini tecrübeli
diye aldık bütün gün
Vatsab. Fesbuk'tan çıkmıyo

DİNİME usandım