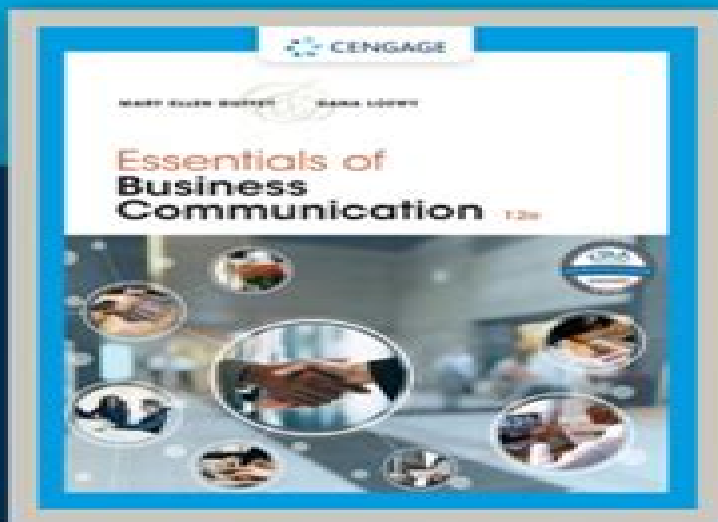




## Chapter 2

### Planning Business Messages

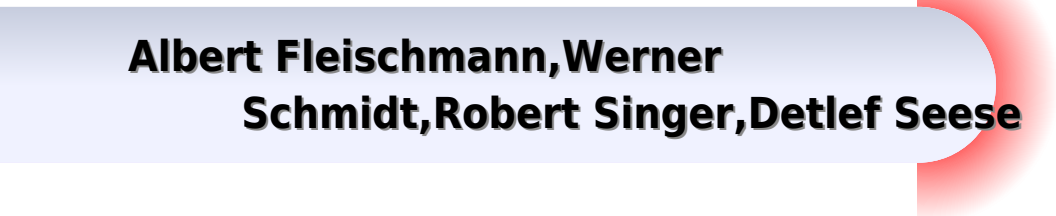
## Learning Objectives

By the end of this chapter you should be able to:

- 2-1 List the steps in the communication process.
- 2-2 Describe the goals of business writers and three phases of the writing process.
- 2-3 Identify the intended purpose and audience of a message to select the best communication channel.
- 2-4 Discuss expert writing techniques that improve business messages.
- 2-5 Apply writing techniques that improve the tone, clarity, and effectiveness of a message.

# Solution Chapter 2 Planning Business Message

**Albert Fleischmann, Werner  
Schmidt, Robert Singer, Detlef Seese**



## **Solution Chapter 2 Planning Business Message:**

*IBM System Storage Business Continuity: Part 2 Solutions Guide* Charlotte Brooks, Clem Leung, Aslam Mirza, Curtis Neal, Yin Lei Qiu, John Sing, Francis TH Wong, Ian R Wright, IBM Redbooks, 2009-06-09 This IBM Redbooks publication is a companion to IBM System Storage Business Continuity Part 1 Planning Guide SG24 6547 We assume that the reader of this book has understood the concepts of Business Continuity planning described in that book In this book we explore IBM System Storage solutions for Business Continuity within the three segments of Continuous Availability Rapid Recovery and Backup and Restore We position these solutions within the Business Continuity tiers We describe in general the solutions available in each segment then present some more detail on many of the products In each case the reader is pointed to sources of more information

**Fundamentals of Communications and Networking** Michael G. Solomon, David Kim, Jeffrey L. Carrell, 2014-08-08 Today's networks are required to support an increasing array of real time communication methods Video chat real time messaging and always connected resources put demands on networks that were previously unimagined The Second Edition of *Fundamentals of Communications and Networking* helps readers better understand today's networks and the way they support the evolving requirements of different types of organizations It discusses the critical issues of designing a network that will meet an organization's performance needs and discusses how businesses use networks to solve business problems Using numerous examples and exercises this text incorporates hands on activities to prepare readers to fully understand and design modern networks and their requirements Key Features of the Second Edition Introduces network basics by describing how networks work Discusses how networks support the increasing demands of advanced communications Illustrates how to map the right technology to an organization's needs and business goals Outlines how businesses use networks to solve business problems both technically and operationally

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**Im Bscs of Bus Comm** Merrier, 2000-05 Fresh Perspectives: Professional Communication for Business, 2007 *Subject-Oriented Business Process Management* Albert Fleischmann, Werner Schmidt, Robert Singer, Detlef Seese, 2011-08-12 This book constitutes the thoroughly refereed post proceedings of the Second International Conference on Subject Oriented Business Process Management S BPM ONE 2010 held in Karlsruhe Germany in October 2010 The 10 revised full papers presented together with one invited keynote paper and three panel statements were carefully reviewed and selected from initially 17 submissions The papers present innovative

cross disciplinary ideas concepts methods tools and results in foundational and applied research as well as studies on the realization of such innovations in the real world all based on the promising new paradigm of subject oriented business process management

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