

Name: _____

Date: _____

Business communication techniques

N U T U I Y P F L D A V B T W D R E E G K Z L P
Z M H G G D U V U P G Q C N W N G W D J Z C I P
V U F A U I O Q B G E Y V Z C A L J Q D B T F V
X R A A T V P Q N Q N H Y Q U M Y Y F P Z L E G
V V X R T S R Y F C D Z I G O U L S U Z O Y B D
C J J J P A E U K O A X N V G M B H R K O K Q T
E L O Y U W C J D G Q A A S G U V O C P B A I E
S X S S Q Q P Q T N L J L M C D I U C Q X O R X
I O Q H B M B T S Y U N E O U N D J G G E L X T
O W U V U U M D D L O E P N X A E W I R L P X M
K J N T Y B J O L R T E U Z R R O B J C G M X E
A Z W U E H B L D I B M I A Q O C U Y P R O P S
Z E F C N N X X N R P A D N R M O G B G B S A S
O Q C E P O A G T A S I E E F E N S E Q I K G A
I C L A I Q M R A E N L T E X M F N D M P T E G
H I T L F I D D T O N T X N Q D E A N Z F F R E
N K I K N O N X B N E R C E H F R X J G Z E S X
Y Q J U R E T T E L I C E I V L E U V Z S T A V
K M T J Q H R E S B T T O T Y B N X C H Q T B O
Z E Z J N P Z W C E P U Y X N H C F V Q N G Z L
S Y J D J Z E I T A S T R R L I E S O Y S P E A
A A W O K N J T V P F G K B L I S I O W K F O I
X I N O T I C E B O A R D L J Y D X A R A D L B
E N O H P E L E T A X T P Z S L F L A T V X H V

Video conference
Text message
Facetoface
Internet
Agenda
Fax

Meeting minutes
Bodylanguage
Memorandum
Intranet
Email

Notice board
Newsletter
Telephone
Letter
Pager