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thus helps the communicator and  
communicatee to progress logically.  
10.

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Chapter. 1 Succeeding In The Social  
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Another person's ideas, opinions,  
examples, or theory. Any facts,  
statistics, graphs, drawings, that are

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not common knowledge. Quotations  
of another person's actual spoken or  
written words. Paraphrases of  
another person's spoken or written  
words.

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Messages transmitted through computers and networks; an essential means of communication within organization as well as with customers and suppliers. electronic messages. Messages sent electronically, including e-mail, instant messages, text messages and

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messages exchanged through  
podcasts, blogs, and wikis.  
forwarding.

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you structure your communication is fundamental to how easily it is absorbed and understood by your... 2. Clarity. Be clear about the message you want to deliver, as giving a confused message to your audience only ends up... 3. ...

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