

correct communication

The basic principles or guidelines for business communication which you should remember when you communicate with your colleagues, clients, and sub-contractors.

Especially important it is to remember these guidelines when you talk to a person for the first time, who knows nothing about you.

- 01 Tell where you have got their contact info if you are writing to a stranger
- 02 Introduce yourself and greet
- 03 Communicate with a person the way they ask you
- 04 Do not store audio messages with work related questions if only you are asked to do so
- 05 Check beforehand whether it is convenient for a person to talk on the telephone
- 06 Never fail to use the words of greeting, farewell, "thank you", and "please"
- 07 Forget about smileys, emoticons, emojis, etc.
- 08 Do not write to people at an off-work time about work related matters