

## 1.2: Parts of the project

---

Some of the parts can be moved around to parallel a textbook's chapters if so desired.

I recommend the OER text **Business Communication Skills for Managers**.

- Create a business idea
- Active listening
- Effective business meeting
- Online meeting
- Creating and conducting surveys
- Delivering bad news: in person and in writing
- Creating an internal proposal
- Team presentation

---

1.2: Parts of the project is shared under a [not declared](#) license and was authored, remixed, and/or curated by LibreTexts.