

# Business Communication – Reading Comprehension & Communication Skills

## Overview

This lesson is designed to enhance your ability to read and understand business-related texts and communicate ideas effectively, a vital skill for both exams and professional life.

## Key Topics

- **Reading Comprehension:** Techniques to improve reading speed, identify main ideas, infer meanings, and answer comprehension questions accurately.
- **Business Communication:** Understanding tone, clarity, and structure in written communication. Emphasis on clear and concise language for emails, reports, and presentations.

## Practice Activities

- Reading passages with questions testing understanding, inference, and summarization skills.
- Exercises on effective sentence construction and communication principles.

## Why This Matters

Strong comprehension allows you to grasp questions and instructions fully, while good communication skills ensure your responses are clear and professional.

## Assignment

### Comprehension Practice:

Read the given passage carefully, answer related questions, and write a 150-word summary in your own words. Submit the summary document.