

# Effective Business Communication

## Chapter 1 Definition

Effective and efficient are often confused, but they have slightly different meanings. If you are effective, you do a job properly; if you are efficient, you do it quickly and easily. Definition of effective adjective in Oxford Advanced Learner's Dictionary. Meaning, pronunciation, picture, example sentences, grammar, usage notes, synonyms and more. Efficient most often describes what is capable of producing desired results without wasting materials, time, or energy. While the word can be applied to both people and things, it is far more commonly ... Find 118 different ways to say EFFECTIVE, along with antonyms, related words, and example sentences at Thesaurus.com. Find 7,187 synonyms for effective and other similar words that you can use instead based on 24 separate contexts from our

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