

VOCABULARY LIST

1.1: Modes & Channels of Communication

Word/Phrase	Definition	Example Usage
Agenda	A list of items to be discussed at a meeting.	The chairperson circulated the agenda for the weekly team meeting.
Formal	Following rules or customs, often associated with official or serious situations.	A formal letter of complaint should be addressed to the manager.
Verbal	Relating to or in the form of words; spoken.	We had a verbal agreement, but we need a written contract.
Written	Expressed in writing rather than in speech.	A written record of the meeting will be distributed.
Correspondence	Communication by exchanging letters or emails.	All official correspondence must be filed with the administrative department.
Ambiance	The character and atmosphere of a place.	The ambiance of the new office is designed to foster creativity and collaboration.
Impromptu	Done without being planned, organized, or rehearsed.	The manager called an impromptu meeting to address the urgent issue.
Dialog	A discussion between two or more people.	An open dialog between management and staff is encouraged.
Discourse	Written or spoken communication or debate.	The professional discourse on ethics has evolved significantly.
Ad-lib	To speak or perform without preparation.	The speaker had to ad-lib when the teleprompter failed.

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Correspond	To communicate by exchange of letters.	We correspond regularly with our international partners.
Notify	To inform someone about something.	We will notify all employees of the policy change.
Transcribe	To put thoughts, speech, or data into written form.	Please transcribe the meeting minutes.