

Business Communication A Problem Solving Approach

Business Communication: A Problem Solving Approach **business communication a problem solving approach** is more than just exchanging information within an organization. It's a dynamic process that empowers teams to identify challenges, collaborate on solutions, and drive progress effectively. In today's fast-paced business environment, the ability to communicate with problem solving in mind can transform potential setbacks into opportunities for innovation and growth. Understanding business communication through the lens of problem solving helps organizations move beyond superficial conversations, fostering deeper engagement and clearer pathways to resolution. Whether it's navigating conflicts, clarifying goals, or streamlining workflows, integrating problem-solving strategies into communication elevates the overall effectiveness of any business.

The Role of Communication in Problem Solving

Communication is the backbone of problem solving in any professional setting. When teams openly share ideas, concerns, and

feedback, they create a fertile environment for identifying the root cause of issues and brainstorming practical solutions. Without clear communication, problems often remain misunderstood or unaddressed, leading to decreased productivity and morale.

From Information Sharing to Collaborative Solutions

Traditional business communication often focuses on information sharing — sending memos, emails, or reports. While this is necessary, a problem-solving approach requires something more interactive. It involves dialogue, active listening, and a willingness to explore different perspectives. This shift encourages collective intelligence, where diverse viewpoints contribute to more comprehensive and innovative solutions.

The Importance of Clarity and Transparency

Ambiguity in communication can exacerbate problems or hinder resolution efforts. Clear, transparent communication ensures that everyone involved understands the issue at hand, the constraints, and the desired outcomes. This clarity helps align team efforts and reduces misunderstandings that can stall progress.

Key Elements of Business Communication for Effective

Problem Solving

To harness communication as a tool for problem solving, certain elements must be prioritized. These elements act as pillars supporting a productive dialogue that leads toward resolution.

Active Listening

One of the most vital skills in problem-solving communication is active listening. This means fully concentrating on the speaker, understanding their message, and responding thoughtfully. Active listening builds trust and ensures that the communicator feels heard, which can often de-escalate tensions and open the door for honest conversations.

Empathy and Emotional Intelligence

Understanding others' emotions and viewpoints is critical in resolving conflicts and addressing challenges effectively. Empathy allows communicators to connect on a human level, fostering cooperation rather than defensiveness. Emotional intelligence also helps in managing one's reactions and maintaining professionalism during difficult discussions.

Constructive Feedback

Feedback is essential in identifying what's working and what needs improvement. However, the manner in which feedback is delivered can either motivate or demoralize. Using constructive feedback techniques—such as focusing on behaviors rather than personalities and suggesting actionable steps—enhances problem-solving outcomes.

Strategies to Integrate Problem Solving into Business Communication

Embedding problem-solving into everyday communication practices requires deliberate strategies. These approaches help teams move from merely discussing issues to actively resolving them.

Encourage Open Dialogue

Creating a culture where employees feel safe to voice concerns and ideas without fear of judgment or retribution is foundational. Leaders can foster this by modeling openness, asking for input regularly, and recognizing contributions. Open dialogue leads to a broader understanding of problems and more creative solutions.

Use Structured Problem Solving Frameworks

Frameworks such as the “5 Whys,” SWOT analysis, or root cause analysis can be integrated into communication processes to systematically dissect problems. These tools guide conversations towards uncovering underlying issues rather than treating symptoms, which is critical for long-term success.

Promote Collaborative Decision

Making

Instead of decisions being made unilaterally, involving relevant team members in the decision-making process ensures that multiple perspectives are considered. Collaborative decision making not only improves the quality of solutions but also enhances buy-in and commitment to implementation.

Leveraging Technology to Enhance Problem-Solving Communication

In the digital age, technology plays a significant role in shaping how businesses communicate and solve problems.

Real-Time Collaboration Tools

Platforms like Slack, Microsoft Teams, or Zoom enable instant communication and collaboration among distributed teams. These tools support brainstorming sessions, quick problem identification, and immediate feedback loops, accelerating the problem-solving cycle.

Project Management Software

Using tools such as Asana, Trello, or Monday.com can streamline communication around problem-solving tasks by organizing responsibilities, deadlines, and progress updates. Clear visibility into the problem-solving process ensures accountability and keeps everyone aligned.

Data-Driven Communication

Access to real-time data and analytics enhances communication by providing objective insights into problems. When teams base conversations on accurate data, they can avoid assumptions and focus on evidence-based solutions.

Common Challenges in Business Communication and How a Problem Solving Approach Helps

Even with the best intentions, communication breakdowns can occur, impeding problem resolution. Recognizing these challenges and applying a problem-solving mindset can turn obstacles into manageable tasks.

Miscommunication and Misunderstandings

Differences in interpretation, jargon, or unclear messaging can cause confusion. By adopting a problem-solving approach that emphasizes clarification, asking questions, and confirming understanding, teams can reduce errors and align perspectives.

Conflict Avoidance

Sometimes, employees avoid addressing problems to evade conflict. However, this can allow issues to fester. Encouraging open and respectful communication, where problems are viewed as opportunities for improvement rather than threats, helps to break

this cycle.

Information Overload

Too much information or poorly organized communication can overwhelm employees, leading to missed details or inaction. A problem-solving approach prioritizes relevant, concise, and targeted communication, focusing on what's necessary to address the problem effectively.

Building a Problem-Solving Culture Through Communication

Embedding a problem-solving approach into business communication isn't a one-off initiative but a cultural shift. Organizations that prioritize this mindset tend to be more agile, innovative, and resilient.

Training and Development

Providing employees with training on communication skills, conflict resolution, and problem-solving techniques equips them to engage more effectively. Role-playing scenarios and workshops can help embed these skills into daily practices.

Recognition and Reinforcement

Celebrating successful problem-solving through communication encourages repetition of positive behaviors. Recognizing individuals and teams who demonstrate these skills reinforces their value within the organization.

Leadership's Role

Leaders set the tone for communication culture. By modeling transparent, empathetic, and solution-focused communication, leaders inspire their teams to follow suit. Their commitment to problem-solving communication can transform organizational dynamics. Business communication viewed as a problem solving approach invites a proactive stance towards challenges, seeing them as opportunities rather than obstacles. It fosters collaboration, clarity, and innovation, all essential ingredients for thriving in today's complex business landscape. Cultivating this mindset across all levels of an organization can unlock tremendous potential and drive meaningful results.

Business Communication: A Problem Solving Approach **business communication a problem solving approach** is increasingly recognized as a critical competency in modern organizations. In an environment characterized by rapid change, global competition, and complex stakeholder networks, the ability to communicate effectively with a focus on solving problems is not merely advantageous but essential. This article explores how business communication, when strategically aligned with problem-solving frameworks, can drive organizational success, enhance collaboration, and mitigate risks.

The Intersection of Communication and Problem Solving in Business

At its core, business communication is the exchange of information within and outside an organization to achieve specific objectives.

Traditionally, it has been viewed as a conduit for transmitting data or instructions. However, evolving workplace dynamics demand a more nuanced approach—where communication serves as a tool to identify, analyze, and resolve issues. This paradigm shift underscores the relevance of a problem-solving orientation embedded within communication practices. Integrating problem solving into business communication means adopting a mindset that seeks clarity, encourages feedback, and emphasizes actionable outcomes. It moves beyond one-way messaging to interactive dialogues that uncover root causes and foster collaborative solutions. According to a 2023 survey by the International Association of Business Communicators (IABC), organizations that prioritize problem-solving communication report a 25% improvement in project delivery times and a 30% increase in employee engagement.

Core Elements of a Problem-Solving Communication Approach

Effective problem-solving communication hinges on several key elements:

1. **Active Listening:** Ensures understanding of the issues from multiple perspectives before formulating responses.
2. **Clear and Concise Messaging:** Avoids ambiguity, enabling stakeholders to grasp problems and potential solutions swiftly.
3. **Open Feedback Channels:** Encourages transparency and continuous dialogue, essential for iterative problem resolution.
4. **Empathy and Emotional Intelligence:** Facilitates trust and reduces resistance during conflict resolution.
5. **Structured Problem Analysis:** Utilizes frameworks like SWOT, root cause analysis, or the 5 Whys within communication to dissect challenges.

These components collectively ensure that communication is not just informative but transformational in driving problem resolution.

Why Traditional Communication Falls Short in Problem Solving

Organizations often rely on traditional communication models—memorandums, formal reports, or one-way announcements—that are inadequate for complex problem-solving scenarios. Such approaches tend to be static, lacking the dynamism required to navigate ambiguity or conflicting viewpoints. One significant drawback is the absence of interactive feedback loops. When messages are broadcast without solicitation of input or clarification, misunderstandings proliferate, and problem identification may be superficial. Moreover, hierarchical communication structures can stifle candid discussions, leaving critical issues unaddressed until they escalate. A comparative analysis by McKinsey & Company highlighted that companies employing collaborative communication platforms and problem-solving protocols experience a 20% reduction in operational bottlenecks compared to those relying on conventional communication channels. This data points to the necessity of evolving communication strategies to meet the demands of problem-solving in a business context.

Technological Enablers of Problem-Solving Communication

Technology plays a pivotal role in enhancing business communication from a problem-solving perspective. Modern tools facilitate real-time collaboration, knowledge sharing, and data-

driven decision-making, which are essential to resolving complex challenges. Key technological enablers include:

1. **Collaborative Platforms:** Tools like Slack, Microsoft Teams, and Asana support ongoing dialogues and transparent task management.
2. **Data Visualization Software:** Platforms such as Tableau or Power BI help communicate intricate data insights clearly, aiding problem analysis.
3. **Feedback and Survey Tools:** Applications like SurveyMonkey enable organizations to gather stakeholder input rapidly.
4. **AI-Powered Communication Assistants:** These streamline information flow and can flag potential issues proactively.

The integration of these technologies transforms communication from a static exchange into a dynamic problem-solving process, enabling faster and more informed resolutions.

Implementing a Problem-Solving Mindset in Business Communication

Shifting to a problem-solving communication approach requires deliberate organizational change and cultural adaptation. Leadership commitment is crucial to model and reinforce behaviors that prioritize collaborative problem identification and resolution.

Steps to Foster Problem-Solving Communication

1. **Training and Development:** Equip employees with skills in active listening, conflict management, and structured problem

analysis.

2. **Encourage Psychological Safety:** Create environments where team members feel safe to express concerns and propose solutions without fear of repercussions.
3. **Define Clear Communication Protocols:** Establish norms for transparent, timely, and constructive exchanges related to problem contexts.
4. **Leverage Cross-Functional Teams:** Promote diverse perspectives to enhance problem understanding and ideation.
5. **Measure and Adjust:** Use feedback and performance metrics to continuously refine communication practices aligned with problem-solving goals.

These initiatives help embed a problem-solving ethos within everyday communication, turning challenges into opportunities for innovation and growth.

Benefits and Challenges of a Problem-Solving Communication Approach

Adopting this approach yields several benefits:

1. **Enhanced Decision Quality:** Better information flow leads to more informed and effective decisions.
2. **Increased Employee Engagement:** Inclusive communication empowers individuals and fosters ownership of solutions.
3. **Reduced Conflict:** Transparent dialogue helps surface issues early, preventing escalation.
4. **Improved Customer Relations:** Proactive problem-solving communication can address client concerns swiftly, boosting satisfaction.

However, challenges persist. Changing entrenched communication habits can face resistance, especially in hierarchical organizations.

Additionally, overemphasis on problem discussions without actionable follow-up can lead to frustration or “analysis paralysis.” Balancing dialogue with decisive action remains a delicate task.

Case Studies Highlighting Effective Problem-Solving Communication

Several organizations exemplify the successful integration of problem-solving communication:

1. Toyota’s Lean Communication Model

Toyota’s production system emphasizes “genchi genbutsu” (go and see), where frontline workers communicate problems directly to decision-makers. This approach fosters immediate problem identification and collaborative resolution, significantly reducing defects and downtime.

2. Google’s Project Aristotle

Google’s research into team effectiveness revealed that psychological safety and open communication were critical for problem-solving. Teams encouraged to speak candidly about challenges outperformed those with restrictive communication cultures.

3. Zappos' Customer Service Philosophy

Zappos empowers customer service representatives to resolve issues autonomously through candid communication with customers and internal teams. This problem-solving orientation has contributed to Zappos' reputation for exceptional service. These examples demonstrate how embedding problem-solving within communication strategies can yield tangible business advantages. Business communication a problem solving approach is not simply a theoretical concept but a practical imperative shaping how organizations navigate complexities. By fostering dialogue that seeks to understand and resolve issues collaboratively, businesses enhance agility, resilience, and competitiveness in an ever-evolving marketplace.

Access to knowledge has always shaped how people think, learn, and grow. What has changed in recent years is not the desire to learn, but the way learning happens. With the option to download **Business Communication A Problem Solving Approach** in digital format, information is no longer something people wait for. It is something they reach instantly, often at the exact moment curiosity appears.

For many readers, that moment matters. When questions arise and answers are immediately available, learning feels natural rather than forced. Digital books support this process by removing unnecessary obstacles. There is no need to search for physical copies, visit specific locations, or adjust schedules around availability. The learning process begins as soon as interest sparks.

This immediacy has subtly transformed reading habits. Instead of long, infrequent study sessions, people now engage with content in

shorter but more consistent intervals. A few pages during a commute, a chapter before sleep, or a quick reference during work hours gradually build a strong understanding over time.

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Portability plays a major role in this shift. A single device can store hundreds or even thousands of books, making it easier to move between topics and ideas. Readers are no longer limited to one source at a time. They explore freely, compare perspectives, and return to earlier sections whenever needed. This creates a more dynamic and personal learning experience.

The PDF format remains a preferred choice for many readers because of its reliability. Layouts stay consistent across devices, preserving diagrams, images, and structured text. This stability is especially important for educational, technical, or reference materials, where clarity and formatting influence comprehension. With **Business Communication A Problem Solving Approach** presented in PDF form, the reading experience remains predictable and comfortable.

Beyond layout consistency, PDFs offer practical tools that enhance engagement. Keyword search allows readers to locate specific concepts instantly. Highlighting and annotations turn reading into an interactive process. Bookmarks help organize information logically, making it easier to revisit important sections later. These features transform digital books into active learning tools rather than static documents.

Search functionality deserves special attention. Being able to locate precise information within seconds changes how readers use

books. Instead of reading from start to finish, users navigate based on need. This makes downloadable **Business Communication A Problem Solving Approach** especially valuable for reference purposes, research tasks, and problem-solving situations.

Cost accessibility is another reason digital books have become so widespread. Many titles are available for free through public domain initiatives or open-access platforms. Resources that were once limited to certain institutions or regions are now accessible globally. This broader availability supports equal learning opportunities regardless of economic background.

Platforms such as Project Gutenberg, Open Library, and Internet Archive play an essential role in this landscape. They preserve cultural and academic works while making them available legally. Academic platforms like Academia.edu complement these resources by providing research papers, studies, and scholarly discussions that expand understanding beyond a single text.

Choosing trusted sources remains important. Legal platforms ensure content quality, respect copyright regulations, and reduce security risks. Ethical access protects both readers and creators, helping maintain a sustainable digital knowledge ecosystem. Responsible downloading of **Business Communication A Problem Solving Approach** reflects awareness and respect for intellectual work.

In professional environments, digital books serve as reliable companions. Industries evolve quickly, and staying informed requires continuous learning. Having immediate access to relevant materials allows professionals to update skills, verify information, and explore new ideas without interrupting daily workflows.

Students benefit in similar ways. Downloadable materials support independent study, offline access, and efficient revision. Digital books reduce physical strain while offering tools that make studying more organized and effective. Notes, highlights, and bookmarks help students structure their learning according to individual needs.

Different learning styles are naturally supported through digital formats. Some readers prefer linear progression, while others jump between sections or revisit specific ideas. Digital access allows both approaches without limitations. Readers interact with **Business Communication A Problem Solving Approach** in ways that align with personal habits and goals.

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Environmental considerations also influence digital reading choices. While technology has its own footprint, reducing dependence on printed materials lowers paper usage and transportation demands. Digital distribution offers a more efficient way to share information across borders and communities.

Organization becomes easier with digital libraries. Files can be categorized, backed up, and synced across devices. Over time, readers build personalized collections that reflect interests, goals, and learning paths. Important information remains easy to retrieve whenever needed.

Perhaps the most valuable aspect of downloading **Business**

Communication A Problem Solving Approach is how it encourages curiosity. When information is readily available, exploration feels effortless. Readers follow ideas naturally, discover connections, and engage with topics more deeply. Learning becomes an ongoing process rather than a task with a clear endpoint.

Digital access does not replace traditional reading habits; it expands them. It allows learning to adapt to modern life without sacrificing depth or quality. With **Business Communication A Problem Solving Approach** available in digital form, knowledge becomes a companion that evolves alongside changing interests, challenges, and ambitions.

Questions & Answers About business communication a problem solving approach

No	Question	Answer
1	What is the importance of a problem-solving approach in business communication?	A problem-solving approach in business communication is important because it helps organizations identify issues clearly, encourages collaborative solutions, and ensures effective decision-making, leading to improved productivity and workplace harmony.

2	How does active listening contribute to problem-solving in business communication?	Active listening allows individuals to fully understand the concerns and perspectives of others, which is essential in accurately identifying problems and developing effective solutions collaboratively within a business environment.
3	What are the key steps involved in problem-solving through business communication?	The key steps include identifying the problem, gathering relevant information, generating possible solutions, evaluating alternatives, selecting the best solution, and implementing it while communicating clearly throughout the process.
4	How can technology enhance problem-solving approaches in business communication?	Technology facilitates faster and clearer communication through tools like video conferencing, instant messaging, and collaborative platforms, enabling teams to share information quickly, brainstorm ideas, and resolve issues efficiently regardless of location.
5	What role does non-verbal communication play in solving business problems?	Non-verbal communication, such as body language and facial expressions, can convey emotions and attitudes that affect how messages are received and understood, helping to build trust and clarify intentions during problem-solving discussions.
6	How can businesses train employees to improve problem-solving communication skills?	Businesses can offer workshops, role-playing exercises, and communication skills training focused on active listening, clear messaging, empathy, and conflict resolution to enhance employees' effectiveness in collaborative problem-solving.

7	What challenges might arise in business communication during problem-solving, and how can they be overcome?	Challenges include misunderstandings, emotional reactions, and resistance to change. These can be overcome by fostering an open communication culture, encouraging feedback, and using clear, respectful language to ensure all parties are heard.
8	How does feedback influence the problem-solving communication process in business?	Feedback helps clarify misunderstandings, provides new perspectives, and ensures that solutions are effectively implemented by allowing continuous improvement and adjustment throughout the problem-solving process.
9	Can storytelling be used as a problem-solving tool in business communication?	Yes, storytelling can illustrate complex problems, engage stakeholders emotionally, and simplify the communication of ideas, making it easier to convey the significance of problems and motivate collaborative solutions.

business communication strategies, problem solving techniques, effective communication, organizational communication, conflict resolution, decision making, interpersonal communication, communication skills, teamwork communication, business problem solving

Business Communication A

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Business Communication A Problem Solving Approach eBooks provide structured digital knowledge.

Core Discussion

Digital books help readers maintain productivity.

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Business Communication A Problem Solving Approach eBooks support consistent study routines.

Conclusion

Digital reading improves access to information.

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Business Communication A Problem Solving Approach eBooks integrate seamlessly with digital workflows and note-taking systems.

Business Communication A Problem Solving Approach eBooks can be updated to reflect evolving standards.

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The digital nature of Business Communication A Problem Solving Approach eBooks makes distribution fast and efficient, enabling instant access to updated information without the delays associated with print publishing.

Digital libraries replace bulky collections while preserving accessibility.

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Compatibility is a crucial factor when accessing and using Business Communication A Problem Solving Approach in digital form.

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Optimizing compatibility across devices

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Security is an essential consideration when downloading and managing Business Communication A Problem Solving Approach files. Digital documents obtained from unreliable sources may pose risks such as malware, corrupted files, or unauthorized content. Prioritizing security protects both your devices and personal data.

Avoiding pirated files is one of the most effective security measures. Unauthorized copies often lack quality control and may contain hidden threats. Legal and reputable sources provide verified files that are safe to download and use. Respecting copyright also supports creators and publishers, contributing to a sustainable content ecosystem.

Before downloading Business Communication A Problem Solving Approach, users should verify the credibility of the source. Official publishers, academic libraries, and well-known platforms typically provide secure downloads. Checking website reputation, reading user reviews, and confirming licensing information help reduce risks.

Using antivirus or security software adds an additional layer of protection. Scanning downloaded files ensures that potential threats are detected early. Many modern security tools operate in real time, monitoring downloads and alerting users to suspicious activity. Keeping antivirus software updated enhances effectiveness against emerging threats.

Safe handling of digital documents

In addition to secure downloading, safe handling practices further reduce risk. Avoid enabling macros or scripts in PDF files unless necessary and trusted. Be cautious with files that request excessive permissions or prompt unexpected actions. These precautions help maintain device integrity and user privacy.

File Management

Effective file management ensures that your collection of Business Communication A Problem Solving Approach remains organized, accessible, and easy to maintain. As digital libraries grow, poor organization can lead to confusion, duplicate files, and wasted time searching for documents.

Clear and consistent file naming is a fundamental aspect of file management. Including key details such as title, author, edition, or date in file names helps identify documents quickly. Consistency across all Business Communication A Problem Solving Approach files prevents ambiguity and simplifies retrieval.

Using folders organized by topic, volume, subject, or date further improves clarity. For example, academic users may categorize files by course or discipline, while personal users may organize by interest or purpose. Logical folder structures make navigation intuitive and scalable as collections expand.

Tagging and labeling provide additional organizational flexibility. Many operating systems and cloud platforms support tags that allow files to be grouped across multiple categories. A single Business Communication A Problem Solving Approach document can be tagged as reference, study material, or important, enabling faster searches without duplicating files.

Version control is particularly important when managing multiple editions or updates. Maintaining clear version identifiers prevents accidental use of outdated content. Archiving older versions separately ensures historical reference while keeping current materials easily accessible.

Maintaining an efficient digital library

Regularly reviewing and cleaning your library helps maintain efficiency. Removing obsolete files, merging duplicates, and updating folder structures keep your Business Communication A Problem Solving Approach collection streamlined. Periodic maintenance ensures that file management systems remain effective over time.

Archiving

Archiving Business Communication A Problem Solving Approach files ensures long-term access and protects valuable information from loss. Digital documents can be vulnerable to accidental deletion, hardware failure, or software issues. Implementing reliable archiving strategies safeguards your collection for future

use.

Cloud storage is a popular archiving solution due to its accessibility and automatic backup features. Storing Business Communication A Problem Solving Approach files in reputable cloud services allows access from multiple devices while reducing the risk of data loss. Many platforms offer version history, enabling recovery of previous file states if needed.

External drives provide an additional layer of security for archiving. Storing backup copies on external hard drives or USB devices protects against cloud service disruptions or account issues. Keeping these drives in secure locations further enhances data protection.

A comprehensive archiving strategy often combines cloud and physical backups. Redundant storage ensures that Business Communication A Problem Solving Approach remains accessible even if one storage method fails. Periodic verification of backup integrity confirms that archived files remain readable and complete.

Best practices for long-term archiving

- Use widely supported file formats such as PDF for longevity.
- Label archived files clearly with dates and version information.
- Maintain multiple backup locations.
- Review archives periodically to ensure accessibility.
- Update storage media as technology evolves.

Future-proofing your Business Communication A Problem Solving Approach collection

Technology evolves over time, and file formats or storage methods may change. Choosing standard formats, maintaining backups, and

staying informed about digital preservation practices help future-proof your Business Communication A Problem Solving Approach collection. These steps ensure that documents remain usable and accessible for years to come.

Final thoughts on compatibility, security, and archiving

Managing Business Communication A Problem Solving Approach effectively requires attention to compatibility, security, file organization, and archiving. By ensuring device support, downloading from trusted sources, organizing files systematically, and maintaining reliable backups, users can protect their digital libraries and maximize long-term value. These best practices create a safe, efficient, and sustainable environment for accessing and preserving Business Communication A Problem Solving Approach in the digital age.