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**COMMUNICATION AND DESIGN MANUAL**  
THE PURPOSE OF COMMUNICATION. The main purpose of communication from the standpoint of the organization is its successful functioning. Internal and external communication are considered to be very important resources of corporate communication. Internal communication is information and ideas exchange within the organization itself, while external communication means exchange of information both within the organization itself and outside the organization.

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**What is internal communication? - All Things IC**  
Internal Communication uses memo, circulars, staff news letter, fax, notice, minutes on meetings, video conferencing, presentations, seminars, agenda, manuals, etc. as a mode of communication. Definition of External Communication

**Difference Between Internal and External Communication ...**  
Written by experts with extensive experience as consultants and in-house leaders in the private, public and not-for-profit sectors, Internal Communications covers how to build an internal communications team and plan; devise messages and decide which channels to use; work with line managers and senior leaders; research and evaluate internal communications and support change within an organization.

**Internal Communications - Kogan Page**  
All the following internal communication examples are ordered under the ‘seven golden rules’ of internal communication, as proposed by Fitzpatrick in his ground-breaking publication Internal Communications: A Manual for Practitioners. This helps us categorise where the successes lie, and where the mistakes were made.