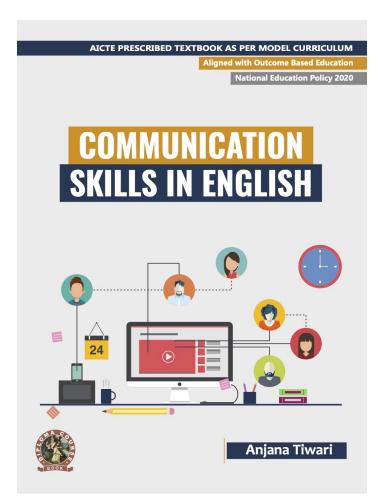
KHANNABOOKS.COM



Communication Skills in English

Author: Anjana Tiwari

ISBN 13: 978-93-91505-49-3

ISBN 10: 93-91505-49-X

E-ISBN 13: 978-93-91505-49-3

Edition: First

Pages: 212

Type of book : Paperback

Weight (g): 300.00

Year: 2023

Language: English

Publisher: Khanna Publishing House

Price: Rs 219.00

Categories: AICTE Prescribed Textbooks, All book

, English Books

Condition

Type:

New

Country
Origin:

India



KHANNABOOKS.COM

Product Description

"Communication Skills in English" is a basic book that can provided a foundation for further study in the field of English language, literature, grammar and its usage. It will benefit students who are learning the essentials at the Diploma level and those who wish to review the concepts previously learned. The premise of this book is to understand English language and its practice thus enabling us to use it more effectively. This skill can enhance personal communication, college/university work finally percolating down to professional lives. Therefore, the present book will be useful for advanced level students who face difficulty with grammar and need a book for reference and practice.

In writing this book, I have drawn on many years of my expertise in teaching, research, and writing. I Have taught the English language in a range of institutions and to multiple age groups at different levels: at a college of further education, and universities. Therefore, this book in front of you is a systematic account of grammatical forms and the way they are used in standard British English today. The emphasis is on the meanings and how the govern the choice of grammatical patterns. The book is thorough in its coverage but also pays attention to the points that are of importance to the intermediate and advanced learners of English, and to their teachers. It would be equally suitable for quick reference to details and the more leisured study of grammar topics.

A useful feature of the book is the inclusion of example text and conversations, many of them authentic, to show how grammar is used in connected writing and speech. Study the rules, review the examples, and look for more examples of good writing in newspapers, magazines, and other available sources on the internet. Complete the exercises to practice what you have learned, but also remember to apply the rules whenever you speak and write.

There are writing test exercises too for assessing the reader's progress. Although every effort has been made to make the book as useful and accurate



KHANNABOOKS.COM

Table of Contents

Foreword

Acknowledgement

Preface

Outcome Based Education

List of Figures

List of Table

Guideline for Teachers

Guidelines for Students

Unit-1 Communication: Theory and Practice

Unit-2 Soft Skills for Professional Excellence

Unit-3 Reading Comprehension

Unit-4 Professional Writing

Unit-5 Vocabulary and Grammar

Author

Anjana Tiwari Anjana Tiwari </p

