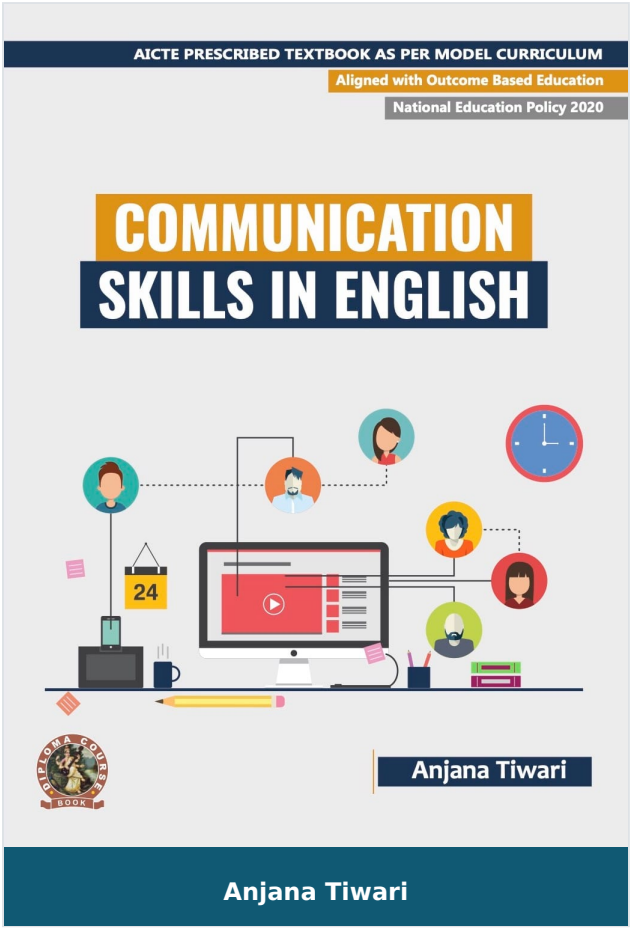


Communication Skills in English

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ISBN 13 :	978-93-91505-49-3
ISBN 10 :	939150549X
E-ISBN 13 :	978-93-91505-49-3
Edition :	First
Pages :	212
Type of book :	Physical
Year :	2026
Language :	English
Publisher :	Khanna Publishing House
M.R.P :	Rs 295.00
Categories :	English Books, Ebooks, Book Store, Applied Sciences & Humanities, AICTE Prescribed Textbooks
Condition Type :	New
Country Origin :	India

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 for assessing the reader’s progress. Although every effort has been made to make the book as useful and accurate as possible but if students of teachers have any comments, criticisms, or suggestions I

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would be very pleased to hear from them. The more you use what's written in this book, the better you would be able to apply it in real life. In the end, you will be a better and more effective speaker and writer. You're on your way—good luck!

Some salient features of the book:

1. This book is designed to help the reader's master the basics of English grammar that they need to succeed in their studies. Best of all, when students understand the underpinnings of English language, learning will be fun – as it should be. This book has multiple purposes. It is primarily designed as a course book for Diploma students, but b it has also been adapted to the needs of the teachers who are interested in exploring a new approach to grammar, communication skills, and English literature, or of any person keen to catch up with a subject so wretchedly neglected by our education system. That is why a part of this book is devoted to the correction of preconceptions.
2. This book has been arranged into five units for a total of five chapters.
3. Each chapter ends with a series of review exercises. These help you reinforce what you have learned during the courses of a particular chapter. The exercise include tests like MCQs or multiple-choice questions, true-false, and completion of sentences.

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