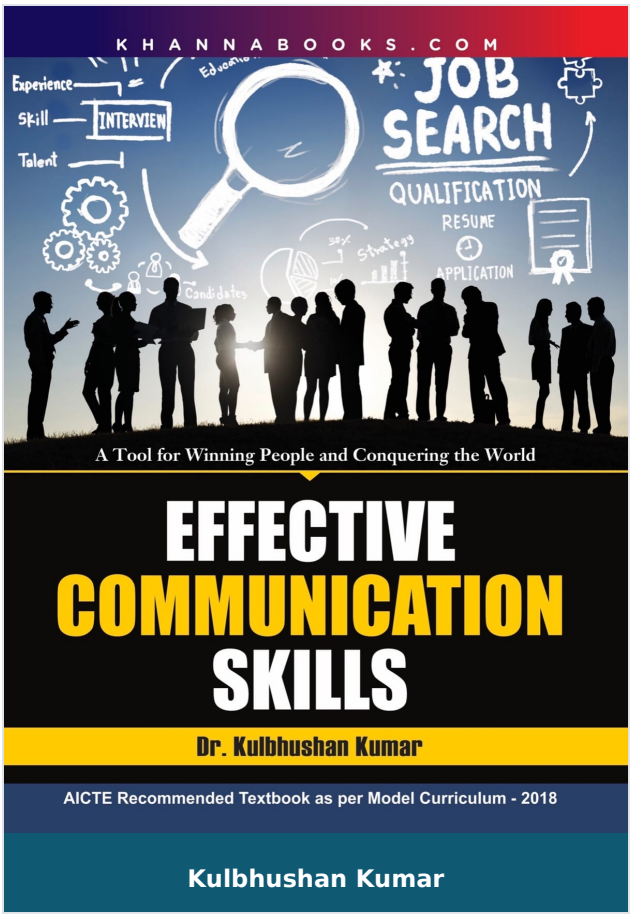


Effective Communication Skills

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Product Description

The Books in your hand is a modest attempt to discuss the kaleidoscopic nature and paramount international significance of English Language and of Communication Skills. The purpose of the book is to familiarize its readers with different aspects and genre of business communication. So, to solve the purpose, the book has been divided into fifteen chapters.

· Introduction to Communication Skills

· Types of Communication

· Listening Skills

· Speaking Skills

· Reading Skills

· Writing Skills

· Oral Presentation Skills

· Writing Business Letter

· Report, Tenders, Business Proposal,

· Memorandum

· Resume Writing

· Group Discussion

· Conducting Meetings Telephone Skills

· Grammar

· Interview Skills

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The purpose of the book is empower students with the language and life skills they need to carry out their career goals. The book provides ample opportunities for students to build development and practice the language in real-life scenarios. Its integrated skills approach develops the students' self-confidence to survive and succeed in professional and social encounters within the English speaking global community. Emphasis is on developing the life skills students' need to deal with situations that they will encounter in the job market. Therefore, the book provides students with the language and life skills necessary to pursue business related career goals.

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- Reports, Memos, Orders
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- Group Discussion
- Chapter-12. Conducting Meeting
- Chapter-13. Telephone Skills
- Chapter-14. Grammar
- Chapter-15. Interview Skills

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