



Effective Communication Skills

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ISBN 13 : 978-93-82609-94-0

ISBN 10 : 93-82609-94-6

E-ISBN 13 : 978-93-82609-94-0

Edition : 1

Pages : 408

Type of book : Paperback

Weight (g) : 650.00

Year : 2024

Language : English

Publisher : Khanna Publishing House

Regular Price : Rs 445.00

Sale Price : Rs 356.00

Categories : [All books](#), [Applied Sciences](#), [Computer Science Engineering](#), [UNIVERSITY RECOMMENDED](#)

Condition Type : New

Country Origin : India



Khanna Publishing House

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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
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