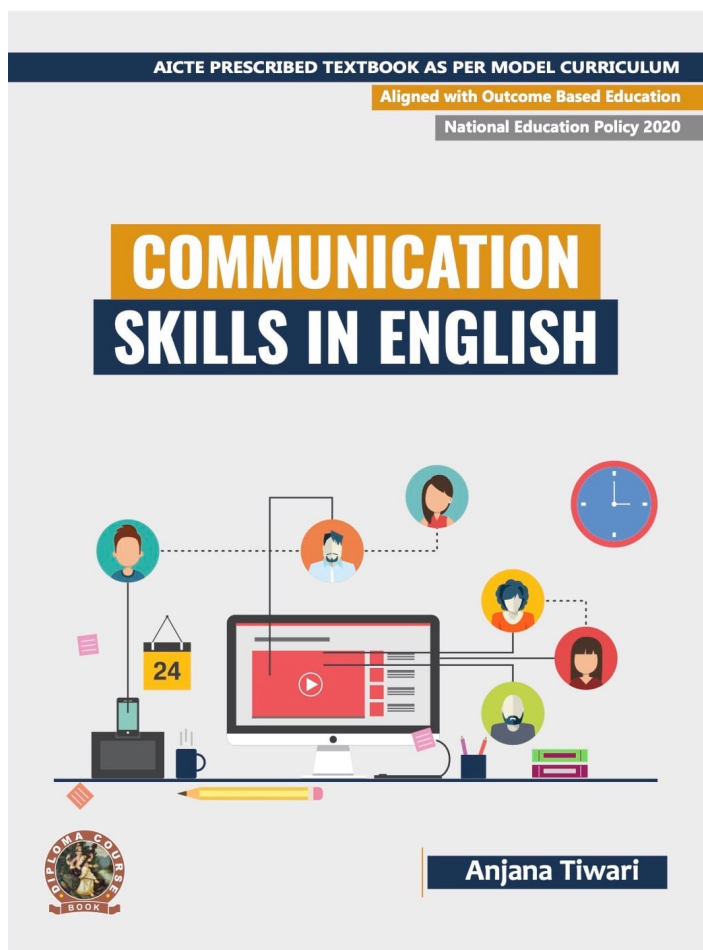




Communication Skills in English

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 :	2025
Language :	English
Publisher :	Khanna Publishing House
Categories :	AICTE Prescribed Textbooks , APPLIED SCIENCES & HUMANITIES , Ebooks , English Books
Condition Type :	New
Country Origin :	India

Product Description

“Communication Skills in English” is a basic book that can provide 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 they 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 leisureed 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 or teachers

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



Khanna Publishing House

4C/4344, Ansari Road, Daryaganj, New Delhi-110002

Email: contact@khannabooks.com | Tel: 011-2324 44 47 - 48 | Mobile: + 91-99109 09320