



Business Communications

Author :	Varinder Bhatia
ISBN 13 :	978-81-87522-67-6
ISBN 10 :	81-87522-67-4
E-ISBN 13 :	978-81-87522-67-6
Edition :	1
Pages :	316
Type of book :	Paperback
Weight (g) :	429.00
Year :	2013
Language :	English
Publisher :	Khanna Publishing House
Price :	Rs 180.00
Categories :	All book , Computer Science Engineering
Condition Type :	New
Country Origin :	India

Product Description

This is written in simple and easy to understand language. Covers recent developments in business and technical communications skills. Includes technical report writing covers course contents of BBA, MBA, MBA, BCA, BIT, MIT and other various computer and management courses. Excellent reference for students as well as corporate executives.



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

Table of Contents

Chapter 1: Introduction Chapter 2: Business Communication and Technology Chapter 3: Listening Skills Chapter 4: Resume Writing Chapter 5: Memo Writing Chapter 6: Telephonic Communication Skills Chapter 7: Intercultural Communication Chapter 8: Note Taking Chapter 9: Writing Skills Chapter 10: Reading Skills Chapter 11: Punctuation Chapter 12: Oral Presentation Chapter 13: Public Speaking Chapter 14: Dictation Skills Chapter 15: Meetings and Conferences Chapter 16: Press Release Chapter 17: Technical Report Writing Chapter 18: Business Report Writing Chapter 19: Summarizing and Paraphrasing Chapter 20: Business Letter Writing Chapter 21: Interviews Chapter 22: Notices Agenda and Minutes Index

Author

Varinder Bhatia Dr. Varinder Bhatia born 27-02-1968 is an acknowledged teacher and prolific author. He obtained his Master of Commerce degree in 1988 from Guru Nanak Dev University, Amritsar. He was conferred a Ph. D. degree in commerce by Dr. B.R. Ambedkar University, Agra. He is also an Associate member of Indian Management Association, New Delhi and Operational Research Society of India, Calcutta. He has authored Business Statistics, Corporate Accounting (Co-author), Operation Research and cost Accounting. Presently he is working in the Department of Business and Commerce, D.A. V. College, Amritsar.

