



## Effective Communication Skills

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## Product Description

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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
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## Author

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