



Basic Technical Communication

By Kavita Tyagi, Padma Misra

PHI Learning, 2011. Softcover. Book Condition: New. First edition. The younger generation today aspires to work for multinational corporations, large organizations, or the civil services as these are more remunerative or invest them with more power. And, with the competition becoming stiffer each passing day, the ability to communicate effectively, precisely as well as acquiring communication skills has become an important determinant in getting jobs and subsequent growth and development. A plethora of books have flooded the market to capitalize on this frantic effort of the younger generation to become adept in communication and more so in technical communication. This comprehensive book on Basic Technical Communication strives to focus on the communication skills needed by professionals. One of the major aims of this text is to enable students to acquire proficiency in the English language. Divided into five parts and 19 chapters, the text deals with the four essential ingredients of communication?reading, writing, listening and speaking skills?as well as their importance, objectives, types, and methods of improving these skills. The book also discusses how these skills can be effectively applied and provides considerable practice exercises. Contents Foreword ? Preface Part I: BASICS OF TECHNICAL COMMUNICATION 1. Introduction to Technical Communication...



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