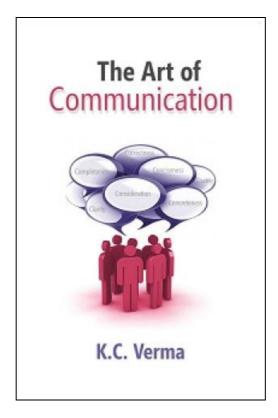
# The Art of Communication



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# Reviews

The publication is fantastic and great. It can be rally exciting throgh reading period of time. I am just very happy to inform you that this is the greatest publication i actually have read in my very own daily life and could be he very best ebook for at any time.

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### THE ART OF COMMUNICATION



2013. Hardcover. Condition: New. 245 Communication is a global phenomenon that binds the people in a family, society, and organization throughout the world. It is an art. Whether it is a family, society or organization communication takes place in every walk of human life. Communication is defined as "the process of passing information and understanding from one person to another". Interpersonal communication is fundamental to all managerial activities. Effective management is a function of effective communication. Many operations have failed because of poor communication, misunderstood messages and unclear instructions. An attempt has been made in this book to synthesize and orient the available information about communication and add some more areas that are often overlooked. Explaining the communication process, it describes in detail the important modes of communication and major barriers to it. Further explaining how to overcome these barriers, it discusses at length the development of skills to communicate effectively, and ways to ensure effective communication. ABOUT THE AUTHORK.C. Verma had been the Principal of Polytechnic in the state of Madhya Pradesh and Chattisgarh. He graduated in Mechanical Engineering from Ravishankar University, Raipur and holds masters degree in technical education from Barkatullah University, Bhopal. He underwent advanced training in management of technical education at Administrative Staff College, Hyderabad, and Academy of Administration, Bhopal. He has presented a good number of papers at national and international seminar and conferences. Contents:- Contents, Acknowledgements, Preface, Introduction, What is Communication The Art of Communication , Dance - The Unique Form of Communication , Communication is used for Multiple Purposes , Communication Involves the Coordination of Meanings, Communication Involves Co-orientation, Communicators Develop a Repertoire of Skills that, Pass f rom the Level of Consciousness, Communication can be Viewed as a Patterned Activity, The Beauty of Communication is a Function of the, Degree of Coordination...



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