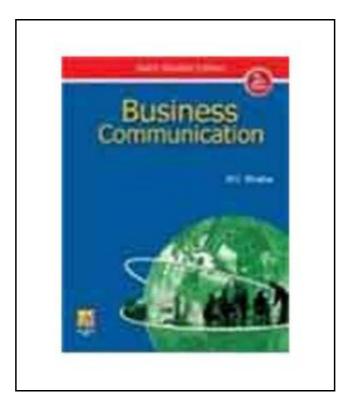
Business Communication, Second Edition



Filesize: 8.49 MB

Reviews

The book is great and fantastic. It is writter in straightforward words and phrases rather than difficult to understand. You wont really feel monotony at at any time of your respective time (that's what catalogues are for regarding should you question me).

(Payton Miller)

BUSINESS COMMUNICATION, SECOND EDITION



To read **Business Communication, Second Edition** PDF, make sure you access the hyperlink listed below and save the file or have accessibility to additional information that are relevant to BUSINESS COMMUNICATION, SECOND EDITION book.

Ane Books Pvt. Ltd, 2011. Softcover. Book Condition: New. 2nd edition. This book has been specially prepared keeping in view the revised syllabus of B.Com. (Hons.) / B. A. (Prog.), for the students of first year. Also, this book will cater to the needs of students of Chartered Accountancy for their Professional Examination I (PE-I). It is hoped that the students will find this book interesting and even the general reader will be able to gain from it because special care has been taken to make the language simple, coherent and practical. Some of the salient features of this book are:-? Explains the meaning and importance of communication, verbal and non-verbal communication, speeches and interviews, barriers to communication & principles and objectives of communication. ? Describes the various forms and types of communication ? Details the tools & techniques of modern technology in business communication? Writing project report, annual report of companies, minutes of meeting, citing references, bibliography, research tools. ? For expert official and business correspondence, care has been taken to arrange all material in a clear and logical manner. Enables the students to read and grasp the subject very fast reading. ? Essential english grammar added for immediate reference and understanding. Contents :- PART I: BASICS OF COMMUNICATION 1. Communication: Its Meaning, Importance, and Process 2. Objectives of Communication 3. Means/Media and Types of Communication 4. Verbal Communication: Written 5. Non-Verbal Communication 6. Formal vs. Informal Channels of Communication 7. Types of Communication 8. The Cs of Good Communication 9. Barriers to Communication 10. Modern Technology 11. Groups: Their Importance and Characteristics 12. Techniques of Group Decision Making 13. Tips for Clear Writing 14. Intrapersonal Communication 15. Interpersonal Communication 16. Self-Development and Communication 17. Communication Models 18. Interview 19. SWOT Analysis 20. Reports 21. Speeches...

- Read Business Communication, Second Edition Online
- Download PDF Business Communication, Second Edition

Other Books



[PDF] Homeschool Your Child for Free: More Than 1,400 Smart, Effective, and Practical Resources for Educating Your Family at Home

Access the web link under to download "Homeschool Your Child for Free: More Than 1,400 Smart, Effective, and Practical Resources for Educating Your Family at Home" PDF document.

Save ePub »



[PDF] A Widow for One Year: A Novel

Access the web link under to download "A Widow for One Year: A Novel" PDF document.

Save ePub »



[PDF] Applied Undergraduate Business English family planning materials: business knowledge REVIEW (English) (Chinese Edition)

Access the web link under to download "Applied Undergraduate Business English family planning materials: business knowledge REVIEW (English) (Chinese Edition) "PDF document.

Save ePub »



[PDF] Cello Concerto, Op. 104 / B. 191: Study Score

Access the web link under to download "Cello Concerto, Op. 104 / B. 191: Study Score" PDF document.

Save ePub »



[PDF] Violin Concerto, Op.53 / B.108: Study Score

Access the web link under to download "Violin Concerto, Op.53 / B.108: Study Score" PDF document.

Save ePub »



[PDF] xk] 8 - scientific genius kids favorite game brand new genuine(Chinese Edition)

Access the web link under to download "xk] 8 - scientific genius kids favorite game brand new genuine(Chinese Edition)" PDF document.

Save ePub »