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A Course in Communication Skills

By Dr C.L.N. Prakash ,P. Kiranmai Dutt & Geetha Rajeevan

Cambridge University Press/Foundation Books, 2013. Softcover. Book Condition: New. 5th or later edition. A Course in Communication Skills has been designed to meet the language needs of students at the undergraduate and postgraduate levels as well as those in professional colleges. It aims to develop students` ability to use English accurately and appropriately in academic, professional and social contexts. This course focuses specifically on the development of spoken and written skills in English - proficiencies that learners at this level require in order to enhance their employment opportunities. Contents Introduction To the Teacher Part I Listening Skills 1 Barriers to Listening 2 Academic Listening 3 Listening to Talks and Descriptions 4 Listening to Announcements 5 Listening to News on the Radio and Television Part II Communication Skills 1 Understanding Communication 2 Greeting and Introducing 3 Making Requests 4 Asking for and Giving Permission 5 Offering Help 6 Giving Instructions and Directions 7 Art of Small Talk 8 Participating in Conversations 9 Making a Short Formal Speech 10 Describing People, Places, Events and Things Part III Telephone Skills 1 Understanding Telephone Communicatio 2 Types of Calls 3 Handling Calls 4 Leaving a Message 5 Making Requests 6 Asking for and Giving...


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