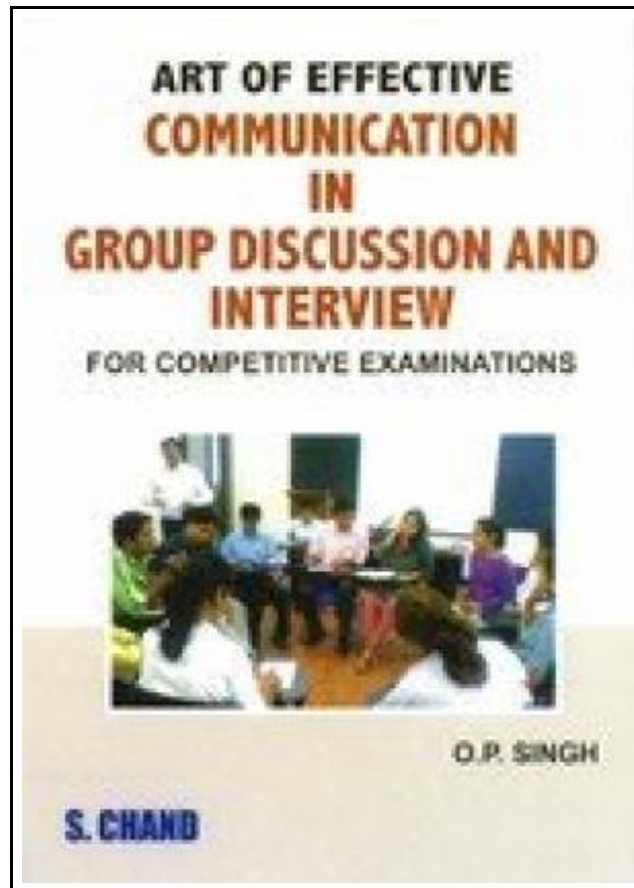


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S. Chand & Company Ltd, 2014. Softcover. Book Condition: New. 2nd edition. The book of Effective Communication in Group Discussion and Interview` would sharpen and enhance your competitive edge, making you `Winners` in your chosen field. The book aim to augment your ability to effectively communicate your ideas, that include the right body language, problem solving, analytical and interpersonal skill, which are essential in today`s highly competitive environment. Key Features Section 1 of the book, deals with basic preparatory skills for communication effectively in a group Discussion. A brief outline on important economic, social, political, current and creative issues, along with their introduction and conclusion has been given. This would help you to initiate and conclude a discussion effectively. Section 2 dwells on personal Interview skills, etiquettes and tips on writing `Curriculum Vitae`. Guidelines in answering some common question during the interview are also provided in this book. Section 3 of the volume, provides resources to enrich your understandings of some economic terms, important quotations and motivational stories. The performance Self Appraisal in MOCK-Group Discussion and Interview, would enhance your confidence to compete the following successfully: Admission in top management Schools Service Selection Board (SSB) of Defence Services, or Get Your dream job in any chosen field. Table Of Contents Section-I Group Discussion 1. Modes of Communication 2. Power of Speech 3. Non-Verbal Communication or Body language 4. Assemblance of Group Discussion 5. Topics for Group Discussion Section- II Personal Interview 1. Covering Letters with Sample Letter 2. Resume or Curriculum vitae 3. Personal Interview 4. Mock Interview with Self Appraisal Section- III General Resources Economic Terms In Common Use Quotable Quotations Motivational And Inspiring Stories Printed Pages: 230.



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