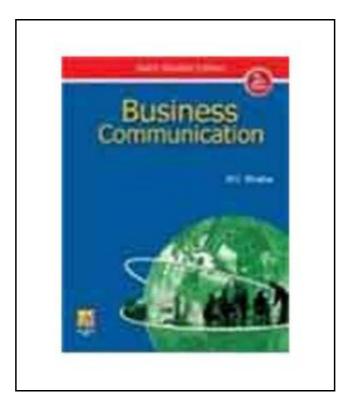
Business Communication, Second Edition



Filesize: 9.45 MB

Reviews

It is simple in study safer to understand. It can be full of knowledge and wisdom Your way of life span is going to be enhance when you full looking at this book.

(Lavina Torp)

BUSINESS COMMUNICATION, SECOND EDITION



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...

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

Relevant Kindle Books



MY FIRST BOOK OF ENGLISH GRAMMAR 3 IN 1 NOUNS ADJECTIVES VERBS AGE 5+

EURO KIDS. Paper Back. Book Condition: New. Please note: We do not ship to PO Boxes, please provide us with your complete delivery address.

Download eBook »



A Reindeer's First Christmas/New Friends for Christmas (Dr. Seuss/Cat in the Hat)

Random House USA Inc, India, 2012. Paperback. Book Condition: New. Joe Mathieu, Aristides Ruiz (illustrator). 198 x 198 mm. Language: English . Brand New Book. Fans of the Cat in the Hat have cause to...

Download eBook »



A Widow for One Year: A Novel

Random House. Hardcover. Book Condition: New. 0375501371 Never Read-12+ year old Hardcover book with dust jacket-may have light shelf or handling wear-has a price sticker or price written inside front or back cover-publishers mark-Good Copy-...

Download eBook »



Everything Ser The Everything Green Baby Book From Pregnancy to Babys First Year An Easy and Affordable Guide to Help Moms Care for Their Baby And for the Earth by Jenn Savedge 2009 Paperback

Book Condition: Brand New. Book Condition: Brand New.

Download eBook »



Baby 411 Clear Answers and Smart Advice for Your Babys First Year by Ari Brown and Denise Fields 2005 Paperback

Book Condition: Brand New. Book Condition: Brand New.

Download eBook »