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verbs voices tenses transformation and synthesis of sentences Rectification of Grammatical Errors in order to identify and correct errors Analysis of the 4 skills of Listening Speaking Reading and Writing Skills of Technical Writing and Public Speaking Body Language and Group Discussion All these and more aims to make the learner a winner not only in his personal life but also in his Professional life The book is easy to read and understand Each point is illustrated with examples from practical life Even the grammar exercises and all other activity based questions have been skillfully designed and worked out in Classrooms WHAT IS NEW TO THIS EDITION In the modern business world where speed and ease of communication is very important E mails have become widely prevalent An E mail can even make or break a career Detailed discussions have been shared in this Edition on how to write the perfect E mail A completely new chapter has been added on social media tools like LinkedIn Facebook and Twitter Job seekers would learn how to upload their portfolios and highlight their skills and achievements and connect with prospective employers and collaborators Book Reviews I have been a regular user of the book by Prof Nira Konar and found it a very reliable resource The chapters on Group Discussion and Body Language are particularly helpful Besides the chapter on Communication Theory has been relevantly and effectively explained keeping in mind the needs of the students Overall the book is very accessible by all levels of students It is a part of recommended reading for my students Nandini Mukherjee Course Coordinator Department of Communicative English St Xavier's College Kolkata An extremely concise lucidly written and reader friendly book that serves as a handy reference manual for all in service English language teachers of degree engineering colleges The B Tech Communicative English syllabus has been closely followed with detailed sections on grammar writing and comprehension The chapters on vocabulary take an insightful look at etymology word origins synonymy and antonymy Detailed word lists and practice exercises make the section extremely helpful for practicing teachers The sections on grammar are fairly detailed offering a thorough analysis of Verbs Tenses Voice Narration Transformation of Sentences and Error Correction There are plenty of practice exercises for the teacher to choose from Reading skills are well discussed and technical writing is given all the importance and predominance it usually occupies in any course on technical communication The section on report writing is extremely useful as a guide for teachers for teaching students the formatting and writing essentials in documenting reports There is a section on professional speaking too which enriches the content of the book On the whole the book is of continuing usefulness and relevance in any technical English course and will be used by teachers and students alike for many years to come Dr Indrajit Bose Assistant Professor of English GNIT Kolkata Dr Konar s book acts as a comprehensive guide to the students of professional technical as well as basic courses to hone their language skills The language of the book is persuasive fluid and student friendly which makes it useful even to the first generation learners of English The scope of this book extends from word building to report writing and covers almost all the thrust areas of language training in a nutshell Hence it deserves a shelf space in the library of any institution Ayushman Banerjee Assistant Professor in English Haldia Government College

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writing samples and guidelines for providing strong reports Much of the legal process depends on careful documentation and the crucial information that lies within but most law enforcement security corrections and probation and parole officers have not had adequate training in how to provide well written accurate brief and complete reports Report Writing for Criminal Justice Professionals covers everything officers need to learn from basic English grammar to the difficult but often ignored problem of creating documentation that will hold up in court This new edition is updated to include timely information including extensive coverage of digital reporting updates on legal issues and privacy rights and expanded coverage of forensics and scientific reporting Professional Business Skills Lee Perlitz, Helen Hutton, 2010-09-14 Professional Business Skills 2nd edition provides students with the skills and knowledge required to compete in today s dynamic digital business world This edition has been fully revised and now includes many new features to engage students and provide a practical approach to learning business skills including Town House Media A fictional advertising agency Town House Media is used as a running case study throughout the text to provide a practical demonstration of the skills in action Research Burke Johnson, Larry Christensen, 2012 Educational Research Quantitative Qualitative and Mixed Approaches Fourth Edition is a graduated text that introduces readers to the fundamental logic of empirical research and the sources of research ideas Detailed descriptions guide students through the design and implementation of actual research studies with a balanced examination of quantitative qualitative and mixed research Definitions of key terms are provided in the margins for easy reference and to help students understand the multiple research methods and strategies used in education and related fields New Features Student study site materials are integrated within the text with the use of marginal icons depicting interactive concept maps journal articles and tools and tips New Action Research activity for each chapter is included A chapter on Writing the Research report incorporates changes in new edition of the Publication Manual of the APA and includes a sample manuscript using APA style New exhibits on Egon G Guba and Donald T Campbell and a new table on applying qualitative research validity strategies are incorporated New material on research paradigms types of plagiarism using free software for random sampling and assignment nomological vs ideographic causation are integrated Several chapters are slightly shortened and made simpler without sacrificing any of the book s rigor **Scientists Must Write** Robert Barrass, 2005-06-29 Good writing and communication skills are essential in many areas of science and engineering to help observation thinking and remembering to organize work and to avoid stress Written by a scientist for scientists this book is much more than a textbook of English grammar it is a valuable source of information for all aspects of writing in scientific and technical situations The only book focusing on the ways in which writing is important to the scientific community this book assists readers on how to write and choice of words using numbers and illustrations writing project reports theses and papers for publication giving a short talk or presentation The new edition of Scientists Must Write has been fully revised and updated to take account of the changes in information and communications technology including word

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