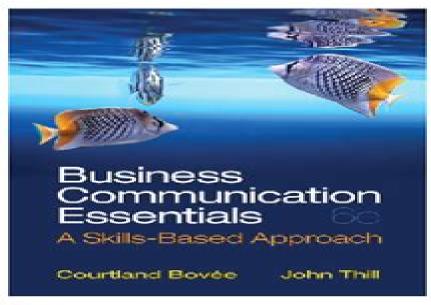
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English Communication (For AECC Course, Delhi University) Khanna Pooja, As per the guidelines of Choice Based Credit System CBCS for all Central Universities including the University of Delhi and written specifically for the Ability Enhancement Compulsory Course AECC in English the book introduces students to the theory fundamentals and tools of communication to help them develop vital communication skills that would be integral to personal social and professional interactions With minimal textual emphasis and optimal use of practice exercises an effort has been made to make learning a pleasure for the students While some sections have been included from theoretical point of view several passages have been

introduced to expose the reader to more interesting materials KEY FEATURES Easy language Equal emphasis on theory and practice Interactive worksheets incorporated to improve communication skills Equips students to tackle the problem areas in reading and comprehension **Business Communication: Process and Product** Mary Ellen Guffey, Dana Loewy, 2010-08-23 BUSINESS COMMUNICATION PROCESS AND PRODUCT presents the most current and authoritative communication technology and business communication concepts Written by award winning author and renowned leader Mary Ellen Guffey and new coauthor Dana Loewy BC PP offers the most up to date and best researched text on the market The 7th edition includes new interactive student resources and comprehensive coverage of workplace technology This innovative coverage enhances the hallmark features of this textbook the 3 x 3 writing process three part case studies abundant use of model documents and complete coverage in a 16 chapter textbook while retaining unparalleled teaching resources to help instructors plan and manage their courses Important Notice Media content referenced within the product description or the product text may not be available in the ebook version Business Mathematics McCready,1990-02

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