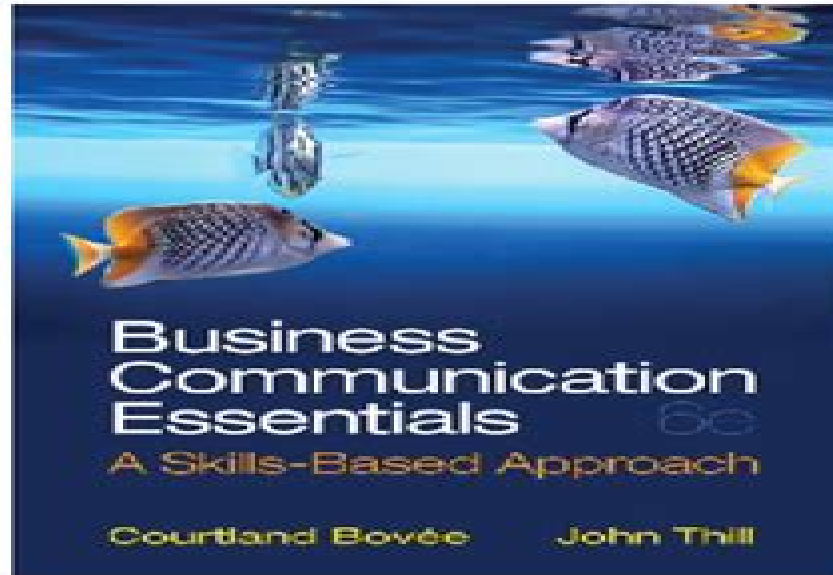


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of each chapter brings home the relevance of communication outside the classroom and helps students learn more about how studying communication can help them throughout their lives Additional emphasis on topics such as ethics culture gender and technology is found throughout the text 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 English** Soumitra Kumar Choudhury,2011 *The Business Communication Handbook* Judith Dwyer,Nicole Hopwood,2019-07-18 The Business Communication Handbook 11e helps learners to develop competency in a broad range of communication skills essential in the 21st century workplace with a special focus on business communication Closely aligned with the competencies and content of BSB40215 Certificate IV in Business and BSB40515 Certificate IV in Business Administration the text is divided into five sections Communication foundations in the digital era Communication in the workplace Communication with customers Communication through documents Communication across the organisation Highlighting communication as a core employability skill the text offers a contextual learning experience by unpacking abstract communication principles into authentic examples and concrete applications and empowers students to apply communication skills in real workplace settings Written holistically to help learners develop authentic communication related competencies from the BSB Training Package the text engages students with its visually appealing layout and full colour design student friendly writing style and range of activities HOW 6 James Leland Clark,Lyn Clark,1991 **Essentials of Business Communications** Mary Ellen Guffey,Dana Loewy,2012 Basic Business Communication ,

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