

English By Nira Konar

Buzzwords and Fuzzwords
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 From Discovery to Approval
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 Communication Skills for Engineers

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AGUIRE JAMAL

Buzzwords and Fuzzwords PHI Learning Pvt. Ltd.

A book on Grammar. The ebook version does not contain CD.

Good Night Yoga PHI Learning Pvt. Ltd.

Environmental educators face a formidable challenge when they approach climate change due to the complexity of the science and of the political and cultural contexts in which people live. There is a clear consensus among climate scientists that climate change is already occurring as a result of human activities, but high levels of climate change awareness and growing levels of concern have not translated into meaningful action. Communicating Climate Change provides environmental educators with an understanding of how their audiences engage with climate change information as well as with concrete, empirically tested communication tools they can use to enhance their climate change program. Starting with the basics of climate science and climate

change public opinion, Armstrong, Krasny, and Schuldt synthesize research from environmental psychology and climate change communication, weaving in examples of environmental education applications throughout this practical book. Each chapter covers a separate topic, from how environmental psychology explains the complex ways in which people interact with climate change information to communication strategies with a focus on framing, metaphors, and messengers. This broad set of topics will aid educators in formulating program language for their classrooms at all levels. Communicating Climate Change uses fictional vignettes of climate change education programs and true stories from climate change educators working in the field to illustrate the possibilities of applying research to practice. Armstrong et al, ably demonstrate that environmental education is an important player in fostering positive climate change dialogue and subsequent climate change action. An open access version of this book is available through Cornell Open.

Old Javanese-English Dictionary Pharmamed Press

'Communication Skills for Professionals' is a time-tested book which aims to equip students, academicians and professionals with all the necessary skills to communicate effectively, so that

they can thrive in this competitive world. WHAT DOES THE BOOK CONTAIN This compact and student friendly text is divided in several sections, and covers several topics like Detailed section on Vocabulary. • Items of: grammar; verbs; phrasal 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, Kolkata "This is one of the best books on 'Communication' available in the market. Dr. Nira Konar is a brand by herself whenever English Language Teaching (ELT) comes into discussion. This compact edition discusses in detail the various aspects of language ranging from Vocabulary, Grammar, Syntax to effective communication in business. The book gives a clear reading of LSRW skills such as writing, reading, listening, and public speaking. It further confers different means of effective communication, situational dialogues, body language, and group discussions. The book follows the present MAKAUT curriculum of English for B.Tech 1st year 2nd Semester (HM-HU 201 & HM-HU 291) thoroughly. It not only gives an overview of the Theory syllabus but also provides details of Language Laboratory activities as well. "Communication Skills for Professionals" enables the readers to express themselves clearly and communicate effectively at the workplace. This book not only deals with the rudiments of communication but also gives insights into the body language and provides important tips on how to be successful at interviews and group discussions. Primarily intended for students of engineering and technology, the book will also be useful for Management students and the students of all disciplines who want to acquire the skill in corporate communication and excel in their respective professional areas." - Sohini Datta Assistant Professor, Department of Management, IEM, Sector V, Salt Lake, Kolkata "Easy and in-depth writing on the subject is the aim of this book. The author has put in here the fruits of teaching the students from the wide-ranging and first-hand knowledge of business speaking and writing, and listening in a friendly way. It is enriched with extensive references. On every page of the book the students will see how a simpler style of English is balanced with their need." - Dalia Sen Assistant Professor, Bengal Institute of Technology (Under Techno India Group), Kolkata

A Guide for Educators Publications Division (India), New Delhi

Strong communication skills are arguably the most important attribute a manager can possess. Many managers believe they have already mastered the four basic communication skills – speaking, listening, writing and reading – but many simply go through the motions. In *Effective Communication* John Adair, Britain's foremost expert on leadership training, will tell you everything you need to know to enable you to: Use words to their maximum effectiveness in order to persuade and really be heard Train yourself to hear what other people are actually saying Construct your correspondence and presentations to get across what you want to say in the clearest manner Improve your assimilation and understanding of the thousands of words you have to read every day Including helpful advice on interviews, appraisals, giving and receiving criticism,

conducting and participating in meetings, the use of visual aids, communication between departments and much more, this is the ultimate tool for improving your communication skills and helping you become a better manager.

A COMPREHENSIVE MANUAL Springer Science & Business Media

"Akashvani" (English) is a programme journal of ALL INDIA RADIO, it was formerly known as The Indian Listener. It used to serve the listener as a bradshaw of broadcasting, and give listener the useful information in an interesting manner about programmes, who writes them, take part in them and produce them along with photographs of performing artists. It also contains the information of major changes in the policy and service of the organisation. The Indian Listener (fortnightly programme journal of AIR in English) published by The Indian State Broadcasting Service, Bombay, started on 22 december, 1935 and was the successor to the Indian Radio Times in english, which was published beginning in July 16 of 1927. From 22 August, 1937 onwards, it used to be published by All India Radio, New Delhi. From 1950, it was turned into a weekly journal. Later, The Indian listener became "Akashvani" (English) w.e.f. January 5, 1958. It was made fortnightly journal again w.e.f. July 1, 1983. NAME OF THE JOURNAL: AKASHVANI LANGUAGE OF THE JOURNAL: English DATE, MONTH & YEAR OF PUBLICATION: 23-04-1961 PERIODICITY OF THE JOURNAL: Weekly NUMBER OF PAGES: 48 VOLUME NUMBER: Vol. XXVI. No. 17. BROADCAST PROGRAMME SCHEDULE PUBLISHED (PAGE NOS): 08-48 ARTICLE: 1. The Pyramids 2. Pakistan Cricket Team In India 3. Numismatics 4. Literary Growth And Journals 5. The Philosophy Of Social Work 6. Second Thoughts AUTHOR: 1. Solie Petit 2. Neelkant Jadhav 3. P. J. Chinmulgund 4. N. Krishnamurthy 5. Prof. A. R. Wadia 6. Smt. Shakuntala Paranjpe Document ID : 8 Prasar Bharati Archives has the copyright in all matters published in this and other AIR journals. For reproduction previous permission is essential.

Deconstructing Development Discourse Good Press

Rutherford presents clear simplified explanations of the practical applications of writing in vocational/technical fields. The motivational reading passages are designed to stimulate readers' interest in vocabulary and introduce traditional and applied writing assignments. The text provides accessible explanations and exercises in language and style, writing elements, forms of technical communications, grammar units and mechanics units, as well as job search techniques. For individuals needing an introduction to writing for technical/vocational fields.

The Language Laboratory PHI Learning Pvt. Ltd.

In the era of information technology, organizations seek employees who have excellent communication skills. The advantage is for the individuals who, with their excellent communicative ability, are able to meet the challenges of the professional world through diverse paths such as writing, speaking, reading, and listening. This comprehensive and student friendly book dwells on various aspects of technical communication that students of science and engineering should be familiar with. Divided into two parts, Part A of the text describes in detail the planning, designing and drafting of documents for a broad range of situations and applications. The text explores the types of business letters reflecting current practices, and different techniques of drafting them. Since, in the professional settings, executives have to work in teams, the book explains various causes of communication breakdown and ways to overcome them. A separate chapter is devoted to Advertising. Part B elaborates on Group Communication taking into consideration the collective and individual requirements. This part also includes individual chapters on Effective Presentation, Non-Verbal Cues, Speeches, Interviews, and Negotiation Skills so as to orient young professionals towards new challenges. This compact book is intended primarily as a text for undergraduate students of engineering and science. Besides, students of business management would also find the book immensely valuable. In addition, the text would be a handy reference for practicing professionals who wish to hone their communication skills for achieving better results and should prove extremely useful for those involved in everyday communication.

Controlled and Novel Drug Delivery ENGLISH LANGUAGE LABORATORIES A COMPREHENSIVE MANUAL

This text is a lucid presentation of the principles of working of all types of sensors and transducers which form the prime components of the instrumentation systems. The characteristics of the sensors and transducers and the operating principles of transducer technologies have been discussed in considerable detail. Besides covering conventional sensors such as electromechanical, thermal, magnetic, radiation, and electroanalytical, the recent advances in sensor technologies including smart and intelligent sensors used in automated systems are also comprehensively described. The application aspects of sensors used in several fields such as automobiles,

manufacturing, medical, and environment are fully illustrated. With a straightforward approach the text is aimed at building a sound understanding of the fundamentals, and inculcating analytical skills needed for design and operation. Numerous schematic representations, examples, and review questions help transcend underlying basics to automation and instrumentation. The book with incisive explanations and all the pedagogic attributes is designed to serve the needs of the engineering students of instrumentation, chemical, mechanical, and electrical disciplines. It will also be a useful text for the students of applied sciences.

Basic Communication Skills for Technology Hachette India

English enjoys a preeminent position today among world languages. However, even the large populations that are proficient in the vocabulary and grammar of English are not equally proficient in the pronunciation of the language. This adult population is the target audience of this book. Based on the RP (Received Pronunciation) model – the most widely understood English pronunciation across the world – this systematically organized and lucidly written text covers the entire range from sound to connected speech, i.e., dialogues, anecdotes, passages and short speeches. The book is in two parts: Part I deals with all important aspects of English pronunciation; Part II comprises a pronouncing dictionary. Intended for adult learners of English, the book chiefly aims at remediation, and most of the practice materials and exercises are given with this end in view. Besides, with the help of numerous listening exercises, the course sharpens the learners' ability to comprehend spoken English with ease, thereby training them to face real-life situations (for example, interviews) with confidence and competence.

An Introduction to COMMUNICATION SKILLS AND PERSONALITY DEVELOPMENT Pearson Education India

The book is divided into six sections covering all the aspects of the subject, including basics of communication, English language, listening, speaking, reading, and writing skills. Furthermore, topics such as role of creative and critical thinking for effective communication, intercultural communication, developing extempore and story-telling skills, and writing and giving instructions have been included in this revised edition. Due to its exhaustive coverage and practical approach, this textbook is suitable for both students and professionals.

TRAVELS ACROSS INDIA'S BOUNDARIES Springer

Fully revised, new edition presenting latest developments in gynaecology. Includes numerous graphics and diagrams and an interactive DVD ROM. Previous edition published in 2007.

PROFESSIONAL COMMUNICATION John Wiley & Sons

Primarily intended for undergraduate students of all disciplines of engineering and students of computer applications (MCA), this book is a comprehensive exposition of the values and ethical principles that one needs to adopt to become a responsible and accountable professional. The book is organized in nine chapters that address the three broad areas of concern—values, ethics, and sustainable development. It first discusses the prevalent concept of values in human society, the various types of values, and the crisis of values that seems to be engulfing the contemporary society. The concept of ethics, the various ethical values, and the ethical requirements for a professional in the modern workplace are highlighted in detail. The ramifications of industrialization, the respective roles of science, technology and engineering, as well as the need for preservation of the environment and the use of eco-friendly technologies are explained. Finally, the ethical issues involved in the management of resources are discussed. A number of case studies have been provided in the book to enable a clear understanding of the topics presented. Each chapter contains short answer as well as long answer questions to test the students' grasp of the underlying concepts.

AKASHVANI Graywolf Press

The second edition of *Communication Skills for Engineers* brings in a sound understanding and insight into the dynamics of communication in all spheres of life interpersonal, social and professional. The book hinges on the premise that effective communication is an outcome of using the right combination of skills alongside an appropriate attitude.

Winnie-The-Pooh Story Treasury Pan Macmillan

This book offers a novel and unconventional approach to Roman culture, through food – or rather, food as it is represented in literature. Food is not generally thought of as the noblest of literary subjects, and this view is a legacy from the Romans, so it is curious that Roman writers chose so persistently to depict their society at the dinner-table. Why this was so, and what effect the inclusion of food had on the status of the literary texts that described it, are among the questions discussed here. The book also addresses problems that arise when a material subject is translated

into words, and contains fresh interpretations of Latin texts that have been unjustly undervalued - comedy, satire, epigrams, letters, and iambics. While often regarded as something trivial and gross, food was in fact one of the most suggestive images for Roman civilization. -

"Not I, but the Wind..." PHI Learning Pvt. Ltd.

Businesses use technical writing extensively to communicate both within and outside the organization. And so, it is essential for an individual aspiring to be an executive to master the art of communication. This accessible and compact book on Advanced Technical Communication discusses how students can learn and master not only the basic skills of communication but also complex skills such as soft skills and skills required for preparing technical documents. The book begins with a discussion on the concept of technical communication and then it goes on to describe the differences between technical writing and general writing, and layout and format of business letters and résumé. What is more, it elaborates on technical documents such as technical proposals, reports, and specialized documents like theses, research papers and dissertations, differentiating them adequately. Finally, the text covers many of the soft skills required today, for example, presentation skills, interpersonal skills, and group discussion (GD) skills. This student-friendly book, suffused with practical examples, is primarily intended as a text for the first year students of Engineering (B.Tech.) of Uttarakhand Technical University for their course on Advanced Technical Communication. It will also be of immense benefit to undergraduate students in other universities and engineering colleges/institutes as well as technical professionals. KEY FEATURES : Provides comprehensive coverage of soft skills. Lays emphasis on corporate communication skills required for technical writing and producing technical documents by engineers and managers. Gives a critical evaluation as well as text of George Orwell's Animal Farm.

COMMUNICATION SKILLS FOR PROFESSIONALS, Second Edition Lulu.com

This book gathers together the research work of leading Indian scientists actually engaged in pharmaceutical research. The contributors are all distinguished experts in their respective fields.

All the contributors are scientists working in Indian laboratories, however their achievements in the field are full of valuable information supplemented with adequate references which help the intended readers in digging out the complete information on any aspect. The book has 17 chapters, 150 figures and over 2150 references and will be of immense use for all pharmaceutical industries, RD laboratories, research scientists in universities colleges, teachers as well as post-graduate and graduate students.

DC Dutta's Textbook of Gynecology PHI Learning Pvt. Ltd.

"Akashvani" (English) is a programme journal of ALL INDIA RADIO, it was formerly known as The Indian Listener. It used to serve the listener as a bradshaw of broadcasting ,and give listener the useful information in an interesting manner about programmes, who writes them, take part in them and produce them along with photographs of performing artists. It also contains the information of major changes in the policy and service of the organisation. The Indian Listener (fortnightly programme journal of AIR in English) published by The Indian State Broadcasting Service, Bombay, started on 22 December, 1935 and was the successor to the Indian Radio Times in English, which was published beginning in July 16 of 1927. From 22 August ,1937 onwards, it used to published by All India Radio, New Delhi. From 1950,it was turned into a weekly journal. Later, The Indian listener became "Akashvani" (English) w.e.f. January 5, 1958. It was made fortnightly journal again w.e.f July 1,1983. NAME OF THE JOURNAL: AKASHVANI LANGUAGE OF THE JOURNAL: English DATE, MONTH & YEAR OF PUBLICATION: 15 SEPTEMBER, 1974 PERIODICITY OF THE JOURNAL: Weekly NUMBER OF PAGES: 50 VOLUME NUMBER: Vol. XXXIX. No. 36 BROADCAST PROGRAMME SCHEDULE PUBLISHED (PAGE NOS): 12-48 ARTICLE: 1. Goa Shipyard 2. Wealth Tax 3. Embarrassing Moments of My Life 4. Books I Have Been Reading 5. To One's Wife AUTHOR: 1. Commodore B. P. Paradkar,AVSM 2. S. D. Medadkar 3. Ram Sahay 4. Book Review By V. K. Subramanian 5. George Moses KEYWORDS : 1. Interim development plan, training scheme, better

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Succeeding Through Communication White Star Kids

This book accounts for various sources of nutraceuticals and dietary fibers in our diet and their systematic mechanism of actions independent of the time old components of the so called balanced diet of yesteryears. Further these nutraceuticals and dietary fibers function as agents for detoxifications, reducing blood cholesterol and preventing CHD and Cancer. Many physicians of various systems are of the opinion that diet is medicine, but only a few are able to explain the role of various nutraceuticals as immunomodulators (in a way as oral vaccines), antioxidants, antivirals, anticarcinogenics, antiatherogenics, antidiabetics, antithrombogenic, antiaging, fibrinolytic, hepatoprotective, radioprotective, and vasodilatory agents. This is the first comprehensive approach on the role of dietary fiber and nutraceuticals (nutritional medicines present in functional foods). The involvement of the six classes of nutraceuticals viz; terpenes, carotenoids, phytosterols, polyphenols, flavonoids, and theols, as essential components of a healthy diet are an armour against diseases. The compounds present in onions, garlic, cabbage, soybeans and coccinia indica are actually members of nutraceuticals and are described elaborately in this book.

With Illustrations from English Literature and Colloquial English, Tr. Into Hindustani PHI Learning Pvt. Ltd.

Nighty-night and sleep tight with a calming yoga session. Each of these asanas--including the mountain, bear, and candle poses--leave children relaxed and ready for bed.

Macmillan English, Level 6 Cornell University Press

Andrea Cornwall is Professor of Anthropology and Development in the School of Global Studies at the University of Sussex. --

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