
Communication Skills By Krishna Mohan

Communication Skills

The Art of Teaching Medical Students - E-Book

Principles and Applications, Second Edition

Entrepreneurship and Small Business Development

ENGLISH LANGUAGE LABORATORIES

Communication Skills for Engineers

Students' Perspectives on the Undergraduate Education in the College of Agriculture and Natural Resources at Michigan State University

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English and Communication Skills

Technical Communication

Handbook of Optical Metrology

Effective English Communication

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Principles and Practice

COMMUNICATION SKILLS FOR PROFESSIONALS, Second Edition

*Communication Skills By
Krishna Mohan*

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BRANDT WOOD

Communication Skills Cambridge
University Press

This well organised book with numerous attractive features provides a comprehensive and holistic approach to business and managerial communication. It deals with the modern practices of both verbal and non-verbal communication, which has today become a core part of our personality. The book has a blend of theories and strategies adopted in speaking, listening and writing with their practical applications at the managerial, organisational, corporate, individual and group levels. Thus, the book will be of immense use to the students of management and related fields of study

and professionals—managers, advertising, marketing and public relations executives, businessmen and HR experts. Besides, the book will prove helpful to the job seekers. **KEY FEATURES :** Illustrates theories and principles with day to day examples. Ensures understanding of concepts explained by using practice sessions. Gives special focus to lateral and soft skills in an exclusive chapter. Provides case studies along with discussion questions. Invites readers' active participation by means of analytical exercises and project tasks. Includes skill tests, communication tasks, quizzes and exercises. The Art of Teaching Medical Students - E-Book Tata McGraw-Hill Education The younger generation today aspires to work for multinational corporations, large organizations, or the civil services as these are more remunerative or invest them

with more power. And, with the competition becoming stiffer each passing day, the ability to communicate effectively, precisely as well as acquiring communication skills has become an important determinant in getting jobs and subsequent growth and development. A plethora of books have flooded the market to capitalize on this frantic effort of the younger generation to become adept in communication and more so in technical communication. This comprehensive book on Basic Technical Communication strives to focus on the communication skills needed by professionals. One of the major aims of this text is to enable students to acquire proficiency in the English language. Divided into five parts and 19 chapters, the text deals with the four essential ingredients of communication—reading, writing, listening

and speaking skills—as well as their importance, objectives, types, and methods of improving these skills. The book also discusses how these skills can be effectively applied and provides considerable practice exercises. **KEY FEATURES :** The text is logically organized with adequate practice in each part. Gives emphasis on grammar and pronunciation. Provides plenty of vocabulary on commonly mis-spelt words, difficult words, foreign words, and so on. This student-friendly book, suffused with practical examples, is primarily intended as a textbook for the first year students of engineering (B.Tech.) of Uttarakhand Technical University for their course on Basic Technical Communication. It will also be of immense benefit to undergraduate students and technical professionals across the country.

Principles and Applications, Second Edition Tata McGraw-Hill Education Today, acquiring English language skills has become so essential, especially for those who are looking for new jobs in reputed organizations as well as for the practising professionals. Many engineering students, even though they have adequate knowledge of their subject, are unable to express themselves well in English. Taking this into account, engineering colleges/institutes have introduced exclusive English Language Laboratories where students are drilled in the practical aspects of the English language. This compact and comprehensive book is a step-by-step practical guide to students, telling them how to prepare technical reports and how to acquire the basic communication skills—listening, speaking, reading and writing. The book deals with conversation, situational dialogues and role plays, and Group Discussions (GDs). It also gives detailed discussion about Interviews—step-by-step preparation, practical and psychological preparation, the dos and don'ts for interview—besides dealing with different kinds of interviews: telephonic, videoconferencing, and others. In addition, the text stresses the importance of researching the organization, and salary negotiations. Finally, the book shows the students how to make powerpoint presentations (PPTs), the structure of presentation and using audio visuals. This activity based, skill-oriented, learner centred book is designed according to the WBUT syllabus on Technical Report Writing and Language Laboratory Practice for the B.Tech. students. However, it would be equally useful for B.Tech./B.E. students across the country. **DISTINGUISHING FEATURES :** A

practical and student friendly text, the stress being on the functional aspects of the language and various activities for acquiring the language. Gives the Methodology of conducting activities such as GDs, Interviews and Presentation. Provides model GD topics and the step-by-step process of making PPTs. Clearly spells out all the details, right from preparing a good job application, researching the company (including its financial health), to preparing the job portfolio, to wearing the proper dress, handling questions, and negotiating salary. Provides an extensive list of probable questions along with their answers to prepare students for mock interviews. Also gives well-crafted questions at the end of each lesson.

Entrepreneurship and Small Business Development PHI Learning Pvt. Ltd.

Business correspondence is trading data so as to advance an association's objectives, goals, points, and exercises, just as increment benefits inside the organization. It is a cycle through which at least two people communicate or trade contemplations and thoughts among themselves. **1.1 DEFINITION AND MEANING:** "Communication" has originated from the Latin word "communis", which implies normal. In this way, correspondence connotes sharing of thoughts in like manner. The word reference significance of correspondence is to pass on or trade data and offer thoughts. Correspondence is the way toward sending data and comprehension starting with one individual then onto the next or from one unit to other unit with the end goal of getting the ideal reaction from the collector. Through this cycle at least two people trade thoughts and comprehension among themselves to accomplish the ideal impact in the conduct of someone else.

ENGLISH LANGUAGE LABORATORIES

Educreation Publishing

This book highlights the need, importance and essence of business communication and personality development in the domain of business under the turbulent times. The language provided in the book is concise, lucid and forceful. It comprehends a vast array of subjects applicable to humanity. The book emphasizes on the topics which are utterly relevant for students, budding managers, managers and professionals from all walks of life in the new economy. The topics that are befitting to hyper-competitive environment where 'change' is the only thing that is 'constant'. It is essential, ultimate and must for everybody globally; for their business development strategies. The book believes that the power of communication through proper pedagogy

can create a magic in the business and society. Thoughts, text and cases scientifically conceived in the book motivate the readers to make their learning experience interesting, influencing and touchy. This book speaks on the traditional knowledge of communication and business communication, and has radical chapters on neuro-linguistic, neuro-marketing, TQM, decision making, motivation, etiquette, good health, food culture, holiday retreat, spiritual journey apart from interpretations on Stephen Covey, Shiv Khera, Muriel James, Dale Carnegie. The book is primarily meant for core and elective subjects in the syllabus of MBA, PGDM, B.E., B.Tech, MBBS, Tourism Management, Hospital Management and all kind of personality development programs designed for campus interviews and personal interviews.

Communication Skills for Engineers John Wiley & Sons

"English Mantra" is specially designed for the teachers and the students to develop their English language fluency through different activities. The outstanding feature of this book is that it contains specially designed curricula for different levels of students and guidelines for teachers to adopt those curricula. Now-a-days the teachers are not getting proper curriculum or syllabus for teaching Spoken (Communicative) English in schools and colleges. They are also longing for different types of ELT activities for their students. This book will be very helpful for them. This impressive manual will also enable the readers to improve their communication skills dramatically. It will be instrumental to improve their English pronunciation and acquire the correct patterns of accent, rhythm, and intonation. One part of the book is dedicated for simple grammar items like sentence patterns and grammar-based conversations which will be handy for the ESL learners to understand the language better. Chapters like Group Discussion, Personal Interview, SWOT Analysis, Situation Reaction Test, and Writing Resumes will also be very convenient for job grooming of the students. Finally, students can utilise this book for self-assessment of their language skills (LSRW). Hence, the book is a single panacea for the whole problem of communication.

Students' Perspectives on the Undergraduate Education in the College of Agriculture and Natural Resources at Michigan State University Tata McGraw-Hill Education

In the present age of Information and

Communication Technology (ICT) revolution and social networking scenario, fast and precise communication has become the need of the hour. But in the whirlwind of fluency, accuracy cannot be sacrificed. Sometimes, adequate attention is not paid to the use of grammar and usage, which leaves a very bad impression on the readers. This book on English grammar presents the topics in an innovative way and meets the long-felt need of a good user-friendly grammar book. The book makes the study of grammar very interesting, challenging and exciting. It discusses grammatical categories, processes and principles of sentence construction in a very simple and lucid manner. The book starts with the discussion of word classes and goes on to describe phrases and sentences. More importantly, it deals with the problem areas of tenses, modal verbs, articles, determiners, prepositions, passive constructions and direct and indirect narration in a novel way. The composition section of the book includes a very useful presentation of letter-writing, precis-writing, report writing, reading comprehension and, above all, the use of vocabulary. The Appendices on how to avoid spelling errors and a complete list of the types of sentences are very useful. This comprehensive and well-researched book should prove very valuable for undergraduate students of all streams. Besides, professionals, those preparing for competitive examinations and even any lay reader who wishes to possess the essentials of English grammar and usage will find the book useful and interesting. In the Second Edition of the book the introduction of two new chapters on error analysis and functional grammar will prove very useful to interviewees and competitors..

KEY FEATURES • Explains difficult grammatical concepts in a simple and lucid language. • Provides models for every writing activity. • Incorporates latest linguistic research in the conceptualization and presentation of the grammatical material. • Contains lots of exercises with solutions. • Adds comprehensive material on error analysis and functional grammar.

TARGET AUDIENCE • UG and PG Students of all streams • Aspirants of competitive exams • Teachers and instructors

BUILDING CONSTRUCTION Macmillan
"Designed to cultivate the necessary competencies and skills in oral and written communication in English language; the book is divided into three parts : Part I : sounds & words; Part II : comprehension & composition; Part III : essentials of grammar. Salient features: each chapter begins with a brief theoretical description

of the topics covered and provides guidelines for attempting the practice material that follows; adopts an integrated approach - learning English through appropriate communication activities; a chapter on dicto-composition to enhance retention power of the reader; a chapter on book reviews illustrating different types of book reviews and the steps involved in reviewing; pronunciation of words explained through IPA [international phonetic association] symbols; an appendix detailing the common terminology in the field of medicine and information technology; packed with a large number of examples and practice exercises of different varieties with each concept; an appendix containing review tests for self-evaluation; solutions to all objective-type and short-answer questions provided at the end of the book; appendices on : common affixes and Latin roots; use of prepositions; irregular verbs; punctuation & capitalisation"--
Firstandsecond.com ("India's biggest online book store")
English and Communication Skills 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.

Excel Books India
'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 **Technical Communication** PHI Learning Pvt. Ltd.

Contributed articles presented earlier at a seminar.

Handbook of Optical Metrology

Academic Press

Emergence of Pharmaceutical Industry Growth with Industrial IoT Approach uses an innovative approach to explore how the Internet of Things (IoT) and big data can improve approaches, create efficiencies and make discoveries. Rapid growth of the IoT has encouraged many companies in the manufacturing sector to make use of this technology to unlock its potential. Pharmaceutical manufacturing companies are no exception to this, as IoT has the potential to revolutionize aspects of the pharmaceutical manufacturing process, from drug discovery to manufacturing. Using clear, concise language and real world case studies, this book discusses systems level from both a human-factors point-of-view and the perspective of networking, databases, privacy and anti-spoofing. The wide variety of topics presented offers readers multiple perspectives on a how to integrate the Internet of Things into pharmaceutical manufacturing. Covers efficiency improvements of pharmaceutical manufacturing through IoT/Big Data approaches Explores cutting-edge technologies through sensor enabled environment in the pharmaceutical industry Discusses the systems level from both a human-factors point-of-view and the perspective of networking, databases, privacy and anti-spoofing

Effective English Communication Blue

Rose Publishers

It is for all those medical professionals who are involved in the process of teaching. Although the general principles of teaching remain the same worldwide, this book is tailored to meet the demands of 'Faculty Development' in a Medical Institution. This is a text in demand from not only medical teachers, but also from all the faculty of paramedical and allied health courses. • Covers three broad aspects of teaching and learning, viz., (i) Technology in and of education, (ii) Management of education and (iii) Educational research. • Beautifully illustrated educational science applies to medical teachers as well as members of healthcare team and also all those who are involved in the art of teaching. • Authored by experts who have vast experience in medical education at both national and

international levels. Their vision, thought process and knowledge get reflected in their writings. • A 'must read' book for every young faculty making his/her entry in the educational field as a medical teacher before embarking on educational activities.

Business Communication Pearson Education India

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.

BUSINESS COMMUNICATION Ashok Yakkaldevi

Personality development is an indispensable tool that helps an individual to flourish personal and professional skills. An extraordinary personality is sophisticated, well dressed and groomed, exuding confidence in speech and interpersonal skills. The factors such as biological characteristics, family and social groups, cultural and social factors contribute towards formation of an

individual personality. Good communication is vital to any institution's successful operation and equally imperative for personality development. The book 'Communication Skills and Personality Development' is a thorough attempt to present the aforesaid concepts in a simple, understandable, and student-friendly language to gaze the difficult situations and handle them appropriately. The course on Communication Skills and Personality Development has been recommended by V Deans Committee for B.Sc. (Agri.), B.Sc. (Horti.) and B.Tech. faculties throughout the agricultural universities in India; this book has been administered to cover the entire syllabus of this course. The book is highly recommended as a text book for the undergraduate agricultural students.

Practical Social Network Analysis with Python PHI Learning Pvt. Ltd.

Communication is itself a skill. One needs to learn manners of speaking; to where? How? When? Where? Why? We communicate...

Developing Communication Skills Elsevier Health Sciences

Thoroughly revised considering the latest practices in business communication and the advancements in communication technology. The book is divided into seven sections : Section I : Introduction Section II : Business Correspondence Section III : Report Writing Section IV : Other Business Communications Section V : Job-related Communication Section VI : Reading & listening skills Section VII : Grammar

usage and mechanics of writing New chapters to the edition : Technical Description, Technical Proposal, Personal Interview, Group Discussion, Personal Interview, Effective Listening.

Microgrid Technologies Scientific Publishers

Handbook of Optical Metrology: Principles and Applications begins by discussing key principles and techniques before exploring practical applications of optical metrology. Designed to provide beginners with an introduction to optical metrology without sacrificing academic rigor, this comprehensive text: Covers fundamentals of light sources, lenses, prisms, and mirrors, as well as optoelectronic sensors, optical devices, and optomechanical elements Addresses interferometry, holography, and speckle methods and applications Explains Moiré metrology and the optical heterodyne measurement method Delves into the specifics of diffraction, scattering, polarization, and near-field optics Considers applications for measuring length and size, displacement, straightness and parallelism, flatness, and three-dimensional shapes This new Second Edition is fully revised to reflect the latest developments. It also includes four new chapters—nearly 100 pages—on optical coherence tomography for industrial applications, interference microscopy for surface structure analysis, noncontact dimensional and profile metrology by video measurement, and optical metrology in manufacturing technology.

Business Communication and Personality Development PHI Learning Pvt. Ltd.
Developing Communication Skills
Touch of English Learn to Speak and Write Confidently in English Springer

This book, a companion volume to the author's book on Building Materials, explains the basics of building construction practices in an accessible style. It discusses in detail every element of building construction from start to the finish—from site preparation to provision of services (such as water supply, drainage and electricity supply). Besides, the text describes acoustics and maintenance of buildings, which are important considerations in construction of buildings. This book is primarily designed as an introductory textbook for undergraduate students of civil engineering as well as those pursuing diploma courses in civil engineering and architecture. Practising engineers and any person who has a keen interest in the construction and maintenance of his/her own building will also find the book very helpful. KEY FEATURES : □ Separate Appendix is given to discuss earthquake-resistant design of buildings. □ Review Questions provided at the end of each chapter enable the readers recapitulate the topics. □ The references to IS codes and standards make the text suitable for further study and field use. □ Because of the lecture-based presentation of the subject, the text will be of considerable benefit for the young teachers for their classroom lectures.

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