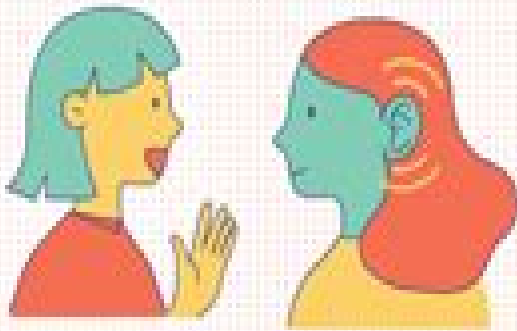
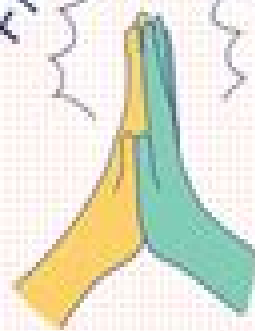


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Bose Assistant Professor of English GNIT Kolkata Dr Konar s book acts as a comprehensive guide to the students of professional technical as well as basic courses to hone their language skills The language of the book is persuasive fluid and student 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

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missing some essential key skills and you're not quite sure what they are. In her book *Sharpen Your Verbal Edge: 101 Tips to Enhance Your Professional Communication Skills*, Communication Skills Advisor Elizabeth MacDonald has chosen key tips culled from her own experience and what she's witnessed and taught in the business world. Elizabeth has put together her top 101 tips to help you:

- Write and speak correctly, positively, confidently, and clearly.
- Give great first and last impressions.
- Deliver effective presentations and elevator pitches.
- Effectively compliment.
- Prepare of broadcast worthy video conferencing.
- Format and write professional emails that are acted upon.
- Actively listen.
- Change negatives to positives.
- Respectfully and tactfully confront.

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