



Communication Skills for Professionals

Nira Konar

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This book strives to equip the readers with the requisite knowledge of effective communication. The compact text discusses the various aspects of language such as vocabulary, grammar, verbs, phrasal verbs, voices, tenses, transformation and synthesis of sentences. Besides, the book gives a clear analysis of such skills as writing, reading, listening, and public speaking. It further discusses means of effective communication, situational dialogues, body language, and group discussions. The book follows the communicative approach of language teaching that will enable 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 about how to be successful at interviews and group discussions.

Primarily intended for students of engineering and technology, the book will also be useful for students of all disciplines who want to acquire the skill in business communication and excel in their respective professional areas

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