

Effective English Communication

Effective English Communication: The Communication
The Communication Skills Book - Effective Communication

Effective English Communication By Krishna Mohan

Anjana Tiwari



Effective English Communication By Krishna Mohan:

Communication in English Mr. Rohit Manglik, 2023-03-23 Enhances English speaking writing listening and comprehension *Perspectives of Communication and Communicative Competence* M V Rodrigues, 2000

COMMUNICATION SKILLS FOR PROFESSIONALS, Second Edition KONAR, NIRANJANA, 2021-11-08 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

Urology Technology Mr. Rohit Manglik, 2024-05-22 Highlights the role of medical technologies like lasers robotics imaging and endoscopy in modern urological practice aiding in diagnosis and minimally invasive procedures

Krishna's Communication Lab (English): For B.E./ B. Tech./ B. Arch. Students of 2nd Semester of all Engineering Colleges Affiliated to U.P. Technical University Lucknow ,

English Language Teaching Meenakshi Raman, 2004 Nvention Of New Classroom Practices And Innovative Approaches To Designing Language Programmes And Materials Reflect A Commitment To Finding More Efficient And More Effective Ways Of Teaching Languages The Classroom Teacher Has A Wider Variety Of Methodological Options To Choose From Than Ever Before They Can Choose Methods And

Materials According To The Needs Of The Learners The Preferences Of Teachers And The Constrains Of Their Institution Or Educational Setting Though Technology Can Play A Dominant Role In English Language Teaching Elt In The Contemporary Society The Need For Developing The Four Basic Language Skills In Elt Classrooms Still Prevails The Perspicacious Papers Presented In This Volume Provide An Insight Into The Deeper Understanding Of The Various Issues Involved In Teaching English At The University Level These Papers Cover A Broad Spectrum Of Topics Under Elt Ranging From Theoretical Aspects Such As Form And Function In Language Learning To The Most Useful Practical Aspects Such As Communicative Language Teaching In A Multimedia Language Laboratory Both The Teachers And The Researchers May Find This Volume On Elt Extremely Useful In Identifying Appreciating And Comprehending The Nuances Of English Language Teaching

Communication Skills and Personality Development J.R. Kadam,V.G. Patil,S.A. Dhenge,A.M. Murai,2018-03-01 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 under graduate agricultural students

BUSINESS COMMUNICATION (English Edition) Dr. Balwant Singh,Dr. Puneet Mishra,2021-01-06 Improve your business communication skills with the English edition e Book Business Communication Tailored for B Com 1st Semester students in U P State Universities this comprehensive resource published by Thakur Publication aligns with the common syllabus Dive into the world of professional communication exploring topics such as effective writing presentation skills and interpersonal communication Enhance your ability to convey ideas clearly and professionally in the business environment Journalism And Mass Communication Dr. Ravindra Pratap Rana,2024-04-02 Journalism and mass communication play a vital role in shaping our society and influencing public opinion journalism and mass communication is essential in providing accurate and timely information to the public the media serve as a bridge between events and people providing critical information about local national and international events journalism serves as a watchdog on those in power holding them accountable for their actions the media help to expose corruption injustice and other wrongdoings that might otherwise go unnoticed journalism and mass communication help to shape public opinion on important issues the media can influence how people perceive events and issues and can help to shape public policy mass

communication also provides entertainment through various mediums such as television radio film and social media it is an important form of leisure for many people and helps to shape our culture journalism and mass communication can also be used to educate people on important issues promote social awareness and encourage people to take action on issues that affect their lives overall journalism and mass communication play a crucial role in promoting a free and informed society so understanding of basic theories of communication is important because it provides a framework for analyzing and understanding how communication works understanding communication theories can help individuals become better communicators by providing a foundation for effective communication communication theories can help people understand how messages are sent received and journalism mass communication 4 interpreted allowing them to tailor their messages to be more effective communication theories can help individuals better understand the dynamics of interpersonal relationships by understanding how communication affects relationships people can improve their interactions with others leading to more positive and fulfilling relationships communication theories encourage critical thinking by providing tools to analyze and interpret messages understanding communication theories can help individuals critically evaluate the information they receive helping them to make informed decisions understanding communication theories is important for professionals in fields such as journalism public relations and marketing these fields rely heavily on effective communication and understanding communication theories can help professionals develop more effective communication strategies communication theories can also help individuals better understand cultural differences in communication by understanding how different cultures communicate individuals can develop more effective communication strategies in cross cultural situations overall understanding basic communication is important for improving communication skills developing positive relationships encouraging critical thinking professional development and cultural awareness this book fulfills all these targets and very useful for students of journalism and mass communication this book on journalism and mass communication is needed for a number of reasons this book can be used as a tool for education and learning about the field of journalism and mass communication it can provide students and journalism mass communication 5 professionals with an in depth understanding of the theories concepts and practices that are used in the field this book on journalism and mass communication can serve as a reference guide for professionals working in the field it can provide information on best practices legal and ethical guidelines and other important information that can be used in day to day work this book can provide a historical context for the field it can highlight important events and individuals that have shaped the field and provide insight into how it has evolved over time a book on journalism and mass communication can encourage critical analysis of the field it can provide a platform for debate and discussion about the role of journalism and the media in society and the ethical issues that arise in the field i think this book can encourage innovation and creativity in the field it can inspire new ideas and approaches to journalism and communication and provide guidance on how to implement these ideas in

practice in summary this book is a valuable tool for education reference historical context critical analysis and innovation and creativity in the field prof dr ravendra pratap rana dean school of media film television studies iimt university meerut

Touch of English Learn to Speak and Write Confidently in English Dr. Sreedevi K. Nair, 2011-01-15 This book will be a help to students of English and interest to lovers of literature Section I titled General Facts about English Language speaks briefly about the origin of the English language its growth development its special status in India different varieties of English etc Section II has the rudimentary facts about Business English In Section III the basics of Spoken English are given The fourth and the final section deals with elementary English Grammar Communication Skills for Engineers Sunita Mishra, C. Muralikrishna, 2011 The new 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 Publisher's description Communication Skills in English | AICTE Prescribed Textbook - English Anjana Tiwari, 2021-11-01 Communication Skills in English is a basic book that can provide a foundation for further study in the field of English language literature grammar and its usage It will benefit students who are learning the essentials at the Diploma level and those who wish to review the concepts previously learned The premise of this book is to understand English language and its practice thus enabling us to use it more effectively This skill can enhance personal communication college university work finally percolating down to professional lives Therefore the present book will be useful for advanced level students who face difficulty with grammar and need a book for reference and practice In writing this book I have drawn on many years of my expertise in teaching research and writing I have taught the English language in a range of institutions and to multiple age groups at different levels at a college of further education and universities Therefore this book in front of you is a systematic account of grammatical forms and the way they are used in standard British English today The emphasis is on the meanings and how they govern the choice of grammatical patterns The book is thorough in its coverage but also pays attention to the points that are of importance to the intermediate and advanced learners of English and to their teachers It would be equally suitable for quick reference to details and the more leisureed study of grammar topics A useful feature of the book is the inclusion of example text and conversations many of them authentic to show how grammar is used in connected writing and speech Study the rules review the examples and look for more examples of good writing in newspapers magazines and other available sources on the internet Complete the exercises to practice what you have learned but also remember to apply the rules whenever you speak and write There are writing test exercises too for assessing the reader's progress Although every effort has been made to make the book as useful and accurate as possible but if students or teachers have any comments criticisms or suggestions I would be very pleased to hear from them The more you use what's written in this book the better you would be able to apply it in real life In the end you will be a better and more effective speaker and

writer You re on your way good luck Some salient features of the book This book is designed to help the reader s master the basics of English grammar that they need to succeed in their studies Best of all when students understand the underpinnings of English language learning will be fun as it should be This book has multiple purposes It is primarily designed as a course book for Diploma students but b it has also been adapted to the needs of the teachers who are interested in exploring a new approach to grammar communication skills and English literature or of any person keen to catch up with a subject so wretchedly neglected by our education system That is why a part of this book is devoted to the correction of preconceptions This book has been arranged into five units for a total of five chapters Each chapter ends with a series of review exercises These help you reinforce what you have learned during the courses of a particular chapter The exercise include tests like MCQs or multiple choice questions true false and completion of sentences By the end of this book you ll be using the English language with enhanced confidence and skill You ll be able to handle Technical Communication with aplomb thus enabling you to climb up the Professional ladder Remember that mastering the rules of grammar usage punctuation and spelling is well within your abilities I wish you very success in your pursuit of English proficiency An Introduction to

COMMUNICATION SKILLS AND PERSONALITY DEVELOPMENT DR. RAJASHEKHAR M YARBAGI, 2018-07-21

Communication has an important place in human society Social awareness is the product of communication Communication is the process of transmitting information and common understanding from one person to another The study of communication is important because every administrative function and activity involves some form of direct or indirect communication Communication is the basis of social interaction Communication skill can decide our success in social life in general and professional life in particular In the process of communication the sender of the message and its receiver may have to face certain obstacles called barriers of communication ENGLISH LANGUAGE LABORATORIES NIRA

KONAR, 2011-07-30 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

PERSONALITY DEVELOPMENT Planning Your Success in Campus Interviews and Job Fairs G. Subrahmanyam,V. Krishna Mohan,2009

Soft Skills for Engineers & Professionals Dr. Vipin Kumar Tyagi,,Dr Babita Tyagi,2022-09-01 This book is designed with a clear objective to identify the need of the present generation and empower them with the right set of skills nuances modes of Speech Delivery to make them employable Authors are of the view that there is a distinct mismatch between the economy and skills of the graduates calling for the immediate partnership of academia and industry to fill this vacuum of soft skills in young graduates leading to poor employability As a result students have good theoretical knowledge but they lack soft skills These skills can be mastered and they can bring a charismatic appearance to one s personality

BUSINESS COMMUNICATION Dr Arunkumar B,2020-10-20 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

, **Business Communication and Personality Development** Das,2008 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 Forum ,1980 A journal for the teacher of english outside the United States

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Effective English Communication By Krishna Mohan Introduction

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