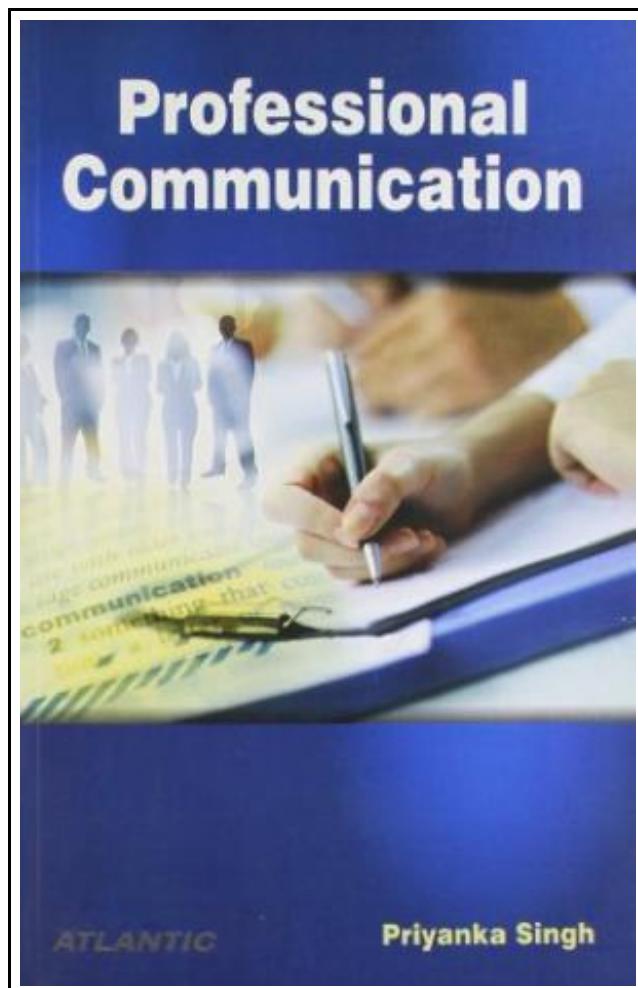


## Professional Communication



Filesize: 8.91 MB

### Reviews

*It is just one of my personal favorite book. I was able to comprehend every little thing out of this published e publication. It is extremely difficult to leave it before concluding, once you begin to read the book.*

*(Isaac Olson)*

## PROFESSIONAL COMMUNICATION

[DOWNLOAD PDF](#)

Atlantic Publishers & Distributors (P) Ltd., 2012. Softcover. Book Condition: New. In today's competitive world, knowledge knows no boundaries. People are interacting with each other at a much faster pace than before and thus, communication has acquired a much wider dimension. Professionals are working in a global economy today and the challenges before them have increased manifold. A professional is required not only to develop new ideas but also make others understand their utility and the successful implementation thereof. He is required to lead and to set examples. He has to manage his subordinates, understand their point of view, work with his colleagues as a part of a team and effectively achieve the targets set by his superiors. In all these roles he has to make good use of his communication skills. The book is designed according to the current syllabus of Professional Communication, a course compulsory for the students of all branches of B.Tech./B.Arch. and MCA for first and second semester of all engineering colleges, affiliated to UP Technical University, Lucknow. The book has been divided into five units. First unit deals with basics of technical communication. This involves the definition, purpose, importance and forms of technical communication, how technical writing differs from general writing, levels of communication in an organisation, etc. Second unit describes the various constituents of written technical communication, e.g. prefixes, suffixes, synonyms, antonyms, homophones, etc. Requisites of sentence construction and techniques and methods of paragraph development are also presented in a lucid manner. Third unit deals with the forms of technical communication. This includes business correspondence, official letters/government letters, reports, technical proposals, project thesis and dissertation writing. Fourth unit deals with different presentation strategies. Fifth unit is based on seven essays prescribed in the syllabus. These essays provide a deeper insight into the mechanics of...

[Read Professional Communication Online](#)[Download PDF Professional Communication](#)

## Relevant Books

---



### **Boost Your Child's Creativity: Teach Yourself 2010 (Paperback)**

Hodder Stoughton General Division, United Kingdom, 2011. Paperback. Book Condition: New. 196 x 130 mm. Language: English . Brand New Book. Every parent wants their child to achieve their full potential. Whatever your child s...

[Read Book »](#)

---



### **9787111391760HTML5 game developed combat (Huazhang programmers stacks) (clear and full(Chinese Edition)**

paperback. Book Condition: New. Ship out in 2 business day, And Fast shipping, Free Tracking number will be provided after the shipment.Paperback. Pub Date :2012-07-01 Pages: 260 Publisher: Machinery Industry Press title: HTML5 game development...

[Read Book »](#)

---



### **Goodparents.com: What Every Good Parent Should Know About the Internet (Hardback)**

Prometheus Books, United States, 2000. Hardback. Book Condition: New. 226 x 152 mm. Language: English . Brand New Book. The Internet may now be the most powerful, single source of information in the world, and...

[Read Book »](#)

---



### **Of the Imitation of Christ**

Whitaker House. PAPERBACK. Book Condition: New. 088368957X Feed My Sheep Books: A Family Ministry, Competing For YHWH Online Since 2001. Support the Assembly Before Buying Big Box-store Books. We Shrink Wrap & Carefully Package Your...

[Read Book »](#)

---



### **Accused: My Fight for Truth, Justice and the Strength to Forgive**

BenBella Books. Hardback. Book Condition: new. BRAND NEW, Accused: My Fight for Truth, Justice and the Strength to Forgive, Tonya Craft, Mark Dagostino, This is the true story of a woman who prevailed against the...

[Read Book »](#)