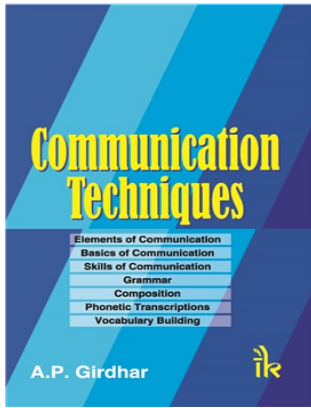


Communication Techniques, 1/e

A.P. Girdhar



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About the Book

This book has been specially designed to explain the fundamentals of the various aspects of communication in the simplest possible language. The book is divided in two parts. Part one is spread in five units.

The first unit explains the meaning, importance and process of communication. It also explains the objectives of communication, as well as media and types of communication.

Salient Features

- ▶ Explains the fundamentals of various aspects of communication in the simplest language.
- ▶ The subject matter is divided into two parts; part one deals with elements and skills of communication, grammar, and composition, while part two deals with phonetic transcription and vocabulary building.
- ▶ Step-by-step treatment of the theoretical concepts, learner-centered and easy-to-understand style are the hallmarks of the book.
- ▶ The chapter on “common errors” will be particularly helpful to the students.
- ▶ Each chapter has learning objectives and end-of-chapter questions.

Table of Contents

PART – I:

UNIT 1 - ELEMENTS OF COMMUNICATION

UNIT 2 - BASICS OF COMMUNICATION

UNIT 3 - SKILLS OF COMMUNICATION

UNIT 4 - GRAMMAR

PART – II (Language Lab)

About the Author

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