

Unit 3: Written Communication Skills

11. Business Meetings
12. The Process of Writing
13. Problem Solving Skills
14. Business Correspondence
15. Business Reports
16. Business Proposals
17. Modern Communication Devices

Unit 4: Employment Communication

18. Resume and Job Application Letter
19. Interview Skills

Unit 5: Grammar, Mechanics, and Usage

20. Language-Basic Tool for Business Communication
21. Language-Basic Tool for Business Communication
22. Grammar: Parts of Speech
23. Aids to Correct Writing: Tenses, Auxiliaries and Modals, Conditionals, Infinitives, Gerunds and Participles, Active and Passive Voice, Subject-Verb Agreement, Prefixes and Suffixes
24. Developing Effective Sentences
25. Developing Unified, Orderly Paragraphs
26. Punctuation and Mechanics of Business Writing

APPENDICES

1. Guidelines for Typing Business Letters
2. Foreign Words and Phrases Used in Business Communication
3. Idiomatic Expressions with Prepositions
4. List of Confusables
5. List of Misspelled words
6. Distinction between Similar Expressions

About the Author

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