

Advanced Communication Skills SOLVED NOTES EBOOK CHAPTERWISE



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Short Description

Advanced Communication Skills SOLVED NOTES EBOOK CHAPTERWISE

Description

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Product Details: Advanced Communication Skills SOLVED NOTES EBOOK CHAPTERWISE

Format: EBOOK DOWNLOAD IN FEW HOURS

Pub. Date: NEW EDITION APPLICABLE FOR Current EXAM

Edition Description: 2018-19

Pages : 220+

RATING OF EBOOK: EXCELLENT DOWNLOAD IN FEW HOURS

1. DOWNLOAD EBOOK WITH NOTES CHAPTER WISE

PREVIEW OF CHAPTERS SYLLABUS

Advanced Communication Skills

Description

1. Speaking Skills ---to enhance the basic speaking skills, one needs apt language and the correct pronunciation.

? Simple rules of pronunciation and intonation

? Formal oral presentations--- Power point presentations or presentations using other visual aids followed by actual practice of it.

2. Interview Skills—Types of interviews, employer’s expectations, types of questions, some standard questions, answering techniques, mock interviews]. Group Discussions--- a detailed briefing of do's and don'ts followed by GD's based on topics relevant to their field. Kinds of GD's—to convey information or to instruct or solve problems or to take decisions

3. Working with Customers--- essential speaking elements needed to communicate with the customers— [apt questions to determine the context, apt responses to put them at ease, apt responses to acknowledge their efforts, using listener centered language, asking questions to understand their problems, establish rapport, denying requests, coping with angry customers. Improving Informal Communication—speaking persuasively, negotiating effectively, managing conflicts. Formal and regularly used expressions in given situations.

4. Reading Skills—skills we need to read successfully Reading Strategies / Techniques / Types: equipped with separate and adequate reading passages to practice the skill

5. Comprehension of Written Texts : selecting information, identifying topic –shift, cause – effect, point of view [the texts are articles / editorials etc., from varied streams of subjects] Aesthetic Reading Skills- poem-- “Raisin in the Sun” – Langston Hughes --“Ways to Kill a Man”—Edwin Brock

6. Writing Skills – to reinforce the grammatical structures. Grammar – Subject – Verb agreement, Basic sentence patterns,

7. Conditional sentences, [Rules related to Conditional sentences]-- One Word Substitutes—to enhance the vocabulary

8. Complex Grammatical Structures- Subordinating Conjunctions, Correlative Conjunctions, [Use of conjunctions in Transformation of Sentences]

9. Writing skills – Business Report Writing to enhance formally structured effective official writing

- **Understanding Reports and Proposals**
- **Types of reports**
- **Structure and Layout of a Formal Report—writing the beginning/the body / end matter**
- **Business Reports**
- **Writing Short Reports**

10. Writing skills – Academic Report Writing Difference between Academic and Business Reports

Proposal Writing and Process Description

- **Technical Proposals**
- **Writing Proposals**
- **Supplementary Parts / Appended Parts**
- **Citing sources**

Details

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