

business correspondence and report writing by rc sharma and krishna mohan

Business Correspondence and Report Writing by RC Sharma and Krishna Mohan: A Comprehensive Guide

business correspondence and report writing by rc sharma and krishna mohan is a renowned resource that has guided countless students and professionals in mastering the art of effective business communication. This book stands out as a practical manual, offering clear explanations and examples that demystify the nuances of writing business letters, memos, reports, and other forms of official communication. Whether you are new to the corporate world or looking to polish your communication skills, RC Sharma and Krishna Mohan's approach makes complex concepts accessible and engaging.

Understanding the Importance of Business Correspondence

Business correspondence forms the backbone of professional communication in any organization. It involves exchanging information through letters, emails, memos, and other written formats to facilitate smooth operations, build relationships, and convey messages clearly. RC Sharma and Krishna Mohan emphasize that effective business correspondence is not just about grammar and vocabulary but also about understanding the audience, purpose, and context.

Why Effective Business Writing Matters

In today's fast-paced corporate environment, clarity and conciseness in communication can save time and prevent costly misunderstandings. The book highlights how poorly written letters or reports can lead to confusion, delays, and even damage to a company's reputation. On the other hand, well-crafted correspondence fosters professionalism and trust, enabling better decision-making and collaboration.

Core Elements of Business Correspondence

According to business correspondence and report writing by RC Sharma and Krishna Mohan, every piece of business writing should include certain key elements:

- **Clarity:** Conveying the message in simple, straightforward language.
- **Purpose:** Clearly stating the reason for writing at the beginning.

- **Tone:** Maintaining a professional yet approachable tone suitable for the audience.
- **Format:** Following standardized formats to ensure consistency and readability.
- **Courtesy:** Using polite expressions to build goodwill and rapport.

Exploring Report Writing Through RC Sharma and Krishna Mohan's Lens

Report writing is another critical area covered comprehensively in the book. Reports are formal documents designed to inform stakeholders, analyze situations, or recommend actions. The authors break down the process into manageable steps, making it easier for readers to grasp how to prepare effective reports that meet professional standards.

Types of Business Reports

The book categorizes reports into different types, each serving distinct purposes:

- **Informational Reports:** Presenting data and facts without analysis or recommendations.
- **Analytical Reports:** Including analysis, interpretations, and suggestions based on the data.
- **Progress Reports:** Updating stakeholders on ongoing projects or activities.
- **Feasibility Reports:** Assessing the viability of proposed projects or plans.

Understanding these types helps readers tailor their writing style and content appropriately.

Structure and Format of Reports

One of the strengths of business correspondence and report writing by RC Sharma and Krishna Mohan is the detailed guidance on report structure. The typical components outlined include:

1. **Title Page:** Clearly stating the report title, author, and date.

2. **Table of Contents:** A roadmap for easy navigation in lengthy reports.
3. **Executive Summary:** A concise overview of key points and conclusions.
4. **Introduction:** Setting the context and objectives.
5. **Body:** Detailed presentation of data, analysis, and discussion.
6. **Conclusion:** Summarizing findings.
7. **Recommendations:** Suggesting actionable steps based on the report.
8. **Appendices:** Supplementary material like charts or raw data.

This structured approach not only improves readability but also ensures all necessary information is systematically covered.

Practical Tips from Business Correspondence and Report Writing by RC Sharma and Krishna Mohan

Beyond theory, the book is packed with practical advice that readers can immediately apply to enhance their writing skills.

Mastering the Art of Letter Writing

Letters are one of the most common forms of business correspondence, and the authors provide detailed templates and examples for various scenarios such as inquiries, orders, complaints, and adjustments. They stress the importance of:

- Starting with a clear subject line to capture attention.
- Keeping paragraphs short and focusing on one idea per paragraph.
- Using bullet points or numbered lists to highlight important information.
- Closing politely with a call to action or an expression of goodwill.

Enhancing Clarity and Conciseness

One of the standout lessons in business correspondence and report writing by RC Sharma

and Krishna Mohan is the focus on eliminating jargon and unnecessary words. The authors advocate writing in an active voice and choosing simple words over complex vocabulary to make communication more effective.

Maintaining Professional Tone and Etiquette

The book also emphasizes cultural sensitivity and appropriate tone, especially in international business correspondence. Politeness, respect, and tact are not just niceties but essential tools for maintaining strong professional relationships.

How This Book Stands Out in the Field of Business Communication

While there are many resources on business writing, business correspondence and report writing by RC Sharma and Krishna Mohan is particularly valued for its clarity, practical orientation, and comprehensive coverage. It blends theoretical concepts with real-world examples, making it a favorite among students, educators, and professionals alike.

The inclusion of exercises at the end of chapters reinforces learning by encouraging readers to practice writing different kinds of letters and reports. This hands-on approach helps in internalizing the principles and improving writing proficiency over time.

Integration of Modern Communication Trends

Although the core focus is on traditional business correspondence and report writing, the book also touches upon the evolving nature of communication in the digital age. It discusses email etiquette, writing for digital platforms, and the importance of concise messaging in electronic communication, keeping the content relevant for today's business environment.

Applying Lessons from RC Sharma and Krishna Mohan in Your Daily Work

The practical insights found in business correspondence and report writing by RC Sharma and Krishna Mohan can be immediately useful in various professional contexts. Whether drafting an email to a client, preparing a project report, or writing a formal complaint, the principles of clarity, structure, and tone remain universally applicable.

By adopting the methods suggested in the book, professionals can improve their credibility and effectiveness. Clear communication not only enhances understanding but also reflects positively on the individual and the organization they represent.

In essence, this book is more than just a textbook; it's a comprehensive guide that equips readers with timeless skills essential for success in the business world. The emphasis on practice, clarity, and professionalism makes it an indispensable companion for anyone looking to excel in business correspondence and report writing.

Frequently Asked Questions

What is the primary focus of 'Business Correspondence and Report Writing' by R.C. Sharma and Krishna Mohan?

The book primarily focuses on teaching effective business communication skills, including writing business letters, reports, and other forms of correspondence essential for professional settings.

How does the book 'Business Correspondence and Report Writing' help improve report writing skills?

The book provides structured guidelines, formats, and examples that help readers understand how to organize, write, and present reports clearly and professionally.

Are there practical examples included in R.C. Sharma and Krishna Mohan's book?

Yes, the book includes numerous practical examples of business letters, memos, reports, and other documents to help readers apply the concepts in real-world scenarios.

Does the book cover digital communication methods in business correspondence?

While the primary focus is on traditional business correspondence, the book also touches upon modern communication methods relevant to business contexts.

Who is the target audience for 'Business Correspondence and Report Writing' by R.C. Sharma and Krishna Mohan?

The book is aimed at students, professionals, and anyone looking to enhance their business communication and report writing skills.

What makes this book a popular choice for learning

business communication?

Its clear explanations, comprehensive coverage of topics, practical examples, and focus on real-world applications make it a popular and trusted resource.

Does the book explain the structure of formal business letters?

Yes, the book details the formats and components of various formal business letters, including inquiry letters, orders, complaints, and adjustments.

Can 'Business Correspondence and Report Writing' be used for self-study?

Absolutely, the book is designed in a way that readers can use it for self-study with exercises, examples, and clear explanations to guide learning.

Are there any updated editions of this book that include recent trends in business communication?

Yes, newer editions of the book incorporate updated content reflecting current trends and practices in business communication and report writing.

Additional Resources

Business Correspondence and Report Writing by RC Sharma and Krishna Mohan: A Professional Review

business correspondence and report writing by rc sharma and krishna mohan is widely recognized as a seminal text in the realm of business communication and professional writing. This book has long served as an essential guide for students, professionals, and academicians seeking to master the art of effective business writing. Its comprehensive coverage of both theoretical concepts and practical applications has positioned it as a trusted resource in classrooms and corporate training alike.

In-depth Analysis of Business Correspondence and Report Writing by RC Sharma and Krishna Mohan

The book meticulously addresses the core components of business communication, focusing on clarity, conciseness, and coherence—qualities indispensable to professional correspondence. One of its standout features is the way it balances foundational principles with real-world examples, allowing readers to grasp not only the 'how' but also the 'why' behind effective communication strategies.

Business correspondence is a critical skill in the corporate world, and this text delves into various formats including letters, memos, emails, and circulars. By focusing on common business scenarios, RC Sharma and Krishna Mohan provide readers with templates and frameworks that can be adapted to diverse organizational contexts. The emphasis on tone, audience analysis, and purpose-driven writing ensures that users develop a nuanced understanding of how to craft messages that achieve desired outcomes.

Report writing, often perceived as a challenging task, receives thorough treatment in this book. It breaks down the report structure into manageable sections such as introduction, methodology, findings, conclusions, and recommendations. This systematic approach demystifies complex reports and encourages a logical flow that enhances readability. Moreover, the inclusion of sample reports across different industries enriches the learning experience by exposing readers to varied stylistic and structural norms.

Core Features and Strengths

- **Comprehensive Coverage:** The book covers a wide spectrum of business communication topics, from basic letter writing to complex report preparation.
- **Practical Examples:** Real-life scenarios and sample documents illustrate key points, making abstract concepts tangible.
- **Language and Style Guidance:** Detailed advice on grammar, vocabulary, and tone helps readers refine their writing skills.
- **Audience-Centric Approach:** Emphasizes tailoring correspondence to specific audiences, enhancing relevance and impact.
- **Step-by-Step Methodology:** Especially in report writing, the book's structured approach aids in organizing information logically.

One of the notable strengths of business correspondence and report writing by rc sharma and krishna mohan is its accessibility. The language is straightforward, avoiding overly technical jargon, which broadens its appeal to non-native English speakers and beginners. Additionally, the inclusion of exercises and practice tasks fosters active learning, encouraging readers to apply concepts immediately.

Comparative Perspective with Other Business Communication Texts

When positioned alongside other popular business communication guides, such as Mary Ellen Guffey's "Business Communication" or Lesikar's "Business Communication: Connecting in a Digital World," this book holds its ground firmly. While many texts focus heavily on digital communication tools, RC Sharma and Krishna Mohan maintain a

balanced emphasis on traditional formats without neglecting modern trends. This equilibrium is particularly beneficial for learners who need foundational skills before transitioning to digital platforms.

Furthermore, the depth of report writing coverage distinguishes this book. Many business communication manuals touch upon report writing superficially, but this text dedicates substantial attention to report types, data presentation, and interpretation techniques. This makes it especially useful for professionals who regularly engage in report documentation and analysis.

Understanding Business Correspondence: Formats and Best Practices

Business correspondence encompasses a variety of written communication forms used within and between organizations. The book explores these formats extensively, providing clarity on when and how each should be employed.

Types of Business Correspondence Covered

- **Formal Letters:** Including inquiry letters, order letters, complaint letters, and adjustment letters.
- **Memos and Circulars:** Internal communication tools for announcements and policy dissemination.
- **Emails:** Guidelines for professional email etiquette, structure, and tone.
- **Notices and Agenda:** Used for meetings and organizational updates.

The authors emphasize the importance of clarity and brevity, advising writers to avoid ambiguity and redundancy. Additionally, the book stresses the role of cultural sensitivity and politeness strategies in crafting correspondence, which is crucial in today's globalized business environment.

Enhancing Effectiveness in Business Writing

By integrating principles of audience analysis and purpose-driven communication, the book guides readers on how to align messages with recipient expectations. The strategic use of active voice, positive language, and logical sequencing is recurrently highlighted as a means to improve message reception and prompt desired responses.

Mastering Report Writing: Structure, Style, and Substance

Report writing is an indispensable skill in business communication, often used to present research findings, project updates, or strategic plans. RC Sharma and Krishna Mohan's approach to report writing is methodical and user-friendly.

Essential Components of Effective Reports

1. **Title Page:** Clear identification of the report's subject and author.
2. **Abstract or Executive Summary:** Brief overview capturing key points.
3. **Introduction:** Contextual background and objectives.
4. **Methodology:** Explanation of data collection and analysis methods.
5. **Findings and Discussion:** Presentation and interpretation of data.
6. **Conclusion and Recommendations:** Summary and actionable suggestions.
7. **Appendices and References:** Supporting documents and sources.

The book also addresses the visual presentation of data through tables, charts, and graphs—essential tools for enhancing clarity. Instructions on formatting and consistency further ensure that reports are professional and reader-friendly.

Common Challenges and Solutions

Report writing often encounters obstacles such as information overload, lack of coherence, or inappropriate tone. Business correspondence and report writing by rc sharma and krishna mohan offers strategies to overcome these issues, such as outlining before writing, maintaining paragraph unity, and revising drafts critically.

Relevance in Contemporary Business Education and Practice

Despite the rapid evolution of communication technologies, the fundamental principles outlined in this book remain timeless. Its focus on structured writing, clarity, and professionalism resonates well with current demands for effective corporate

communication.

Many educational institutions continue to adopt this book as a core textbook in business communication courses, reflecting its ongoing pedagogical value. In parallel, corporate trainers utilize it to enhance employees' writing proficiency, reinforcing the link between strong communication skills and organizational success.

The adaptability of the book's content to both traditional and digital communication platforms enhances its utility. For example, lessons on tone and conciseness apply equally to email writing and instant messaging, while the report writing framework supports the creation of digital reports and presentations.

In sum, business correspondence and report writing by rc sharma and krishna mohan serves as a foundational pillar for anyone seeking to excel in business communication. Its thorough treatment of both correspondence and report writing equips readers with the tools to communicate ideas effectively, make informed decisions, and present information with clarity and professionalism.

Business Correspondence And Report Writing By Rc Sharma And Krishna Mohan

business correspondence and report writing by rc sharma and krishna mohan:

Perspectives of Communication and Communicative Competence M V Rodriques, 2000

business correspondence and report writing by rc sharma and krishna mohan: Effective Business Communication M.V. Rodriques, 1992

business correspondence and report writing by rc sharma and krishna mohan: 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.

business correspondence and report writing by rc sharma and krishna mohan:

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.

business correspondence and report writing by rc sharma and krishna mohan:

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 ,

business correspondence and report writing by rc sharma and krishna mohan:

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 correspondence and report writing by rc sharma and krishna mohan:

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

business correspondence and report writing by rc sharma and krishna mohan:

Communication Skills SANGEETA SHARMA, BINOD MISHRA, 2009-03-18 In the era of information technology, organizations seek employees who have excellent communication skills. The advantage is for the individuals who, with their excellent communicative ability, are able to meet the challenges of the professional world through diverse paths such as writing, speaking, reading, and listening. This comprehensive and student friendly book dwells on various aspects of technical communication that students of science and engineering should be familiar with. Divided into two parts, Part A of the text describes in detail the planning, designing and drafting of documents for a broad range of situations and applications. The text explores the types of business letters reflecting current practices, and different techniques of drafting them. Since, in the professional settings, executives have to work in teams, the book explains various causes of communication breakdown and ways to overcome them. A separate chapter is devoted to Advertising. Part B elaborates on Group Communication taking into consideration the collective and individual requirements. This part also includes individual chapters on Effective Presentation, Non-Verbal Cues, Speeches, Interviews, and Negotiation Skills so as to orient young professionals towards new challenges. This compact book is intended primarily as a text for undergraduate students of engineering and science. Besides, students of business management would also find the book immensely valuable. In addition, the text would be a handy reference for practicing professionals who wish to hone their communication skills for achieving better results and should prove extremely useful for those involved in everyday communication.

business correspondence and report writing by rc sharma and krishna mohan:

Communication Skills in English | AICTE Prescribed Textbook - English Anjana Tiwari, 2021-11-01 "Communication Skills in English" is a basic book that can provided 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 the 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 leisured 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 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

business correspondence and report writing by rc sharma and krishna mohan:

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 correspondence and report writing by rc sharma and krishna mohan:

COMMUNICATION SKILLS FOR ENGINEERS AND SCIENTISTS, SECOND EDITION SHARMA, SANGEETA, MISHRA, BINOD, 2023-08-01 In today's fast-paced era of information technology, communicating effectively has become an indispensable skill sought after by organizations worldwide. Professionals who possess excellent communication skills are well-equipped to navigate the challenges of the modern professional world, where diverse paths like writing, speaking, reading, and listening converge. This all-encompassing, student-friendly textbook delves into the crucial aspects of technical communication, tailored specifically for students of science and engineering. Divided into two parts, this book provides a complete understanding of the essential skills required to thrive in the realm of technical communication. Part A of the text through in-depth exploration introduces students to the intricacies of drafting business documents, the significance of

effective teamwork, and offers remedies to communication breakdown. Furthermore, a dedicated chapter on Advertising sheds light on the art of persuasive communication. Part B focuses on the collective and individual requirements of group communication. With a practical approach, it explores the intricacies of delivering impactful presentations, decoding non-verbal cues, mastering the art of speeches, excelling in interviews, and honing negotiation skills. These skills are essential for young professionals aiming to thrive in new challenges and excel in their careers. This captivating text, now in its Second Edition, features a brand new chapter, Technology in Communication. The chapter highlights the revolutionary role of technology in disseminating fast and efficient information through online platforms. In addition, it also forewarns the disadvantages of technology in communication. Overall, the content emphasizes the transformative role of technology in communication and the need for responsible and mindful usage to maximize its benefits. Primarily intended as a text for undergraduate students of engineering and science, this compact book is also of immense value to the students of business management. In addition, the text would be a handy reference for practicing professionals who wish to hone their communication skills for achieving better results and should prove extremely useful for those involved in everyday communication. TARGET AUDIENCE • B. Tech • MBA • PDGM/BBA

business correspondence and report writing by rc sharma and krishna mohan: BASIC TECHNICAL COMMUNICATION KAVITA TYAGI, PADMA MISRA, 2011-05-23 The younger generation today aspires to work for multinational corporations, large organizations, or the civil services as these are more remunerative or invest them with more power. And, with the competition becoming stiffer each passing day, the ability to communicate effectively, precisely as well as acquiring communication skills has become an important determinant in getting jobs and subsequent growth and development. A plethora of books have flooded the market to capitalize on this frantic effort of the younger generation to become adept in communication and more so in technical communication. This comprehensive book on Basic Technical Communication strives to focus on the communication skills needed by professionals. One of the major aims of this text is to enable students to acquire proficiency in the English language. Divided into five parts and 19 chapters, the text deals with the four essential ingredients of communication—reading, writing, listening and speaking skills—as well as their importance, objectives, types, and methods of improving these skills. The book also discusses how these skills can be effectively applied and provides considerable practice exercises. KEY FEATURES : The text is logically organized with adequate practice in each part. Gives emphasis on grammar and pronunciation. Provides plenty of vocabulary on commonly mis-spelt words, difficult words, foreign words, and so on. This student-friendly book, suffused with practical examples, is primarily intended as a textbook for the first year students of engineering (B.Tech.) of Uttarakhand Technical University for their course on Basic Technical Communication. It will also be of immense benefit to undergraduate students and technical professionals across the country.

business correspondence and report writing by rc sharma and krishna mohan: Remedial Mathematics ,

business correspondence and report writing by rc sharma and krishna mohan: 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.

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Remedial English Language ,

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