



Business Communication, Second Edition

By R.C. Bhatia

Ane Books Pvt. Ltd, 2011. Softcover. Book Condition: New. 2nd edition. This book has been specially prepared keeping in view the revised syllabus of B.Com. (Hons.) / B. A. (Prog.), for the students of first year. Also, this book will cater to the needs of students of Chartered Accountancy for their Professional Examination I (PE-I). It is hoped that the students will find this book interesting and even the general reader will be able to gain from it because special care has been taken to make the language simple, coherent and practical. Some of the salient features of this book are:- ? Explains the meaning and importance of communication, verbal and non-verbal communication, speeches and interviews, barriers to communication & principles and objectives of communication. ? Describes the various forms and types of communication ? Details the tools & techniques of modern technology in business communication ? Writing project report, annual report of companies, minutes of meeting, citing references, bibliography, research tools. ? For expert official and business correspondence, care has been taken to arrange all material in a clear and logical manner. Enables the students to read and grasp the subject very fast reading. ? Essential english grammar added...



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