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Effective Business Communication M.V. Rodrigues, 1992 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 Organizational Communication Mr. Rohit Manglik, 2023-11-23 In this book we will study about formal and informal communication conflict resolution and leadership communication English Grammar & Composition Rajendra Pal, Prem Lata Suri, 2022-04-25 The book is divided into three parts comprised of overall 35 chapters Part one contains Grammar part two Aids to Vocabulary and part three Writing Skills The section dealing with Grammar is in double color The points given in pink color suggest importance or emphasis so they need attention and will help you to understand quickly and easily These points are further highlighted with arrows Text printed on screen suggests points likely to misunderstand Sometimes they explain subtle distinctions between two apparently similar points Grammar items are discussed very systematically one at a time Plentiful illustrations are followed by carefully designed exercises There is an exhaustive section dealing exclusively with Multiple choice questions covering all the areas of Grammar as well as Vocabulary It will help to get familiar with the latest evaluation pattern The chapter on vocabulary is adequate and it has been kept within manageable proportions The chapter on Precis writing under the section Writing Skills contains a large number of solved examples which fully explain how to analyze a passage how to prepare a rough draft and then turn out a good readable and adequate final precis They are followed by passages provided with aids to vocabulary and detailed outlines The passages selected for precis writing cover a wide range

of interests and have been carefully graded There is a comprehensive section on letter writing covering personal business and official correspondence While it explains the requisites of the good letter its style layout it also provides a number of model letters for quick guidance

Communication in English Mr. Rohit Manglik, 2023-03-23 Enhances English speaking writing listening and comprehension

Marketing Management, C.B. Gupta & N. Rajan Nair C.B. Gupta, Rajan Nair, 2020-01-01 The 19th edition reprinted in 2020 contains <https://tinyurl.com/yb67waxu> Buying Roles Types of Buying Decisions Scope of Marketing Process of Marketing Management Profile of Rural Markets Some of the distinctive features of the book are as follows Learning Objectives to give a bird's eye view of the topics covered in each chapter Lucid concise and simple language Real life illustrations from Indian industry Liberal use of tables and diagrams to illustrate the text Summary at the end of every chapter for quick revision Case Study at the end of each chapter Test Questions culled from examinations of various Universities and Business Schools Select Bibliography for further study We sincerely believe that there is always scope for improvement Therefore we invite suggestions for further enriching the book

Company Law & Secretarial Practice, N.D. Kapoor N.D. Kapoor, 2020-01-01 The Thirty first Revised Edition of the book entitled Company Law 67 Practical Problems with Hints and Solutions 79 short Answer 48 Multiple Choice Presentation of Examples 10 Illustrative cases 12 etc University Questions Papers have been added at the end of the book to give an idea about the pattern of questions asked

Elements of Mercantile Law, N.D. Kapoor, 38th e, 2020 Kapoor N.D., 2020-01-01 Sultan Chand Sons present the 38th Revised and Enlarged Edition of the book entitled Elements of Mercantile Law This book is specially written for B Com M Com CA CS CMA MBA LLB and Other Commerce Courses of all Indian Universities The book is divided into three Volumes Volume I is Law of Contract Volume II is Company Law and Volume III is Industrial Law The salient features of the present edition are as follows A new chapter on Goods and Services Tax GST has been included in this edition In order to bring uniformity in Tax rates and to simplify the tax mechanism Central Government rolled out Goods and Services Tax GST from 1st July 2017 The Insolvency and Bankruptcy Code 2016 is the Bankruptcy Law of India has been added A chapter on Limited Liability Partnership popularly known as LLP has been added in the present edition LLP combines the advantage of both the Company and Partnership into a single form of organization Volume II of the book on Company Law with Schedules has been thoroughly updated and amended upto 2019

Business Law N.D. Kapoor, 2020-12-01 The Seventh Revised Edition of Business Law as per Tamil Nadu University syllabus for all BBA B Com students The new edition like its predecessors attempts to present the basic principles of Law in a way that makes the subject easily intelligible even to a non specialist This object has been achieved by dividing into IV units Unit I The Indian Contract Act consists of 157 Illustrative Cases 213 Test Questions 326 Practical Problems with Hints and Solutions 174 Multiple choice Questions 194 True False Questions and 644 Examples with the idea of testing the depth of knowledge of the reader basic understanding of concepts and his ability to apply whatever he has learnt to a particular situation or problem Unit II The Sale of Goods Act 1930 Unit III

Law Relating to The Indian Partnership Act 1932 and The Limited Liability Partnership Act 2008 It facilitate the reader in understanding the Nature of Partnership Relations of Partners Dissolution of Firm followed by a chapter on Limited Liability Partnership popularly known as LLP has been added in the present edition LLP combines the advantage of both the Company and Partnership into a single form of organization The Limited Liability Partnership Act 2008 was published in Official Gazette of India on 9th January 2009 and has been notified with effect from 31st March 2009 Unit IV The Companies Act 2013 as Amended upto 2019 The Companies Act 2013 Schedules which has been thoroughly updated and amended upto 2019 to our esteemed readers **Business Law (Madras)** N.D. Kapoor, 2020-01-01 This is the seventh edition of Business Law as per CBCS syllabus of Madras University for B Com Hons Semester IIIrd and B Com Corporate Secretary ship Semester Vth Student This book has been divided into 2 Parts Part 1 is General Principles of Law of Contract Part 2 is Special Contracts The chief aim in writing this book is to present the fundamental principles of Business Law in a simple and easily intelligible manner The intricate points of law have been illustrated by examples and the subject has been dealt with by topics rather than in the strict order of section in the various Act *Office Management* Prof. P.K. Ghosh , 2025-02-01 As the dynamic landscape of the business world continues to evolve so too must the principles and practices that guide effective office management In this revised edition of Office Management we aim to provide contemporary insights and updated strategies to meet the ever changing demands of the professional environment As with any evolving field continuous learning is essential for staying ahead This revised edition is designed to be a comprehensive resource for both seasoned office managers seeking to refine their skills and newcomers aiming to build a strong foundation in the discipline The incorporation of case studies practical examples and interactive exercises aims to enhance the reader s understanding and application of the concepts presented In conclusion this revised edition of Office Management includes a Question Bank few case studies for self evaluation and assessment The book is a testament to our commitment to providing relevant and timely insights into the world of Office Management We hope that the ideas and strategies presented herein will inspire effective and adaptive management practices in offices of all sizes and industries *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 they 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 leisureed 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 master the basics of English grammar so that they need to succeed in their studies. Best of all, when students understand the underpinnings of English language learning, it 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 exercises 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.

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Managerial Communication for Modern Organisations B.P. Mahesh Chandra Guru, B.K. Ravi, 2017-01-01 The book provides a good deal of information on applied business management communication with special reference to India and other developing nations. The bibliography contains more than 300 references which are related to the

subject of commerce and business management communication in India and abroad The book meets the objective of being a text book and reference book that provides relevant details pertaining to managerial communication to various stakeholders in India including the faculty members of MBA course researchers and students **Indian Books in Print** ,2003

Business Environment Dr C.B. Gupta,2022-10-01 The following topics have been added in this new edition 1 Models of Business Conduct 2 Green Index 3 Impact of Climate Change 4 Black Economy 5 Biodiversity 6 Objective Type Questions The book is meant for MBA M Com PGDBM BBA B Com Courses institutes and universities Some of the Distinctive Features of the book are as follows 1 Lucid simple and conversational language 2 Latest policy guidelines and government regulations 3 Full coverage of the latest prescribed syllabi 4 Summary at the end of every chapter for quick revision 5 Tables and diagrams to illustrate the text 6 Chapter outline at the beginning of every chapter to provide overview of the chapter contents 7 Test questions on the pattern of examination question papers Educational Technology in Physical Education and Sports Dr. P. Gopinathan,2022-09-08 The textbook for Educational Technology in Physical Education and Sports has been compiled in accordance with the latest NCTE syllabus based on the M P Ed curriculum The book contains five units namely Educational Technology System Approach in Physical Education and Communication Instructional Design Audio Visual Media in Physical Education and New Horizons of Educational Technology Content Unit 1 Educational Technology Unit 2 System Approach in Physical Education and Communication Unit 3 Instructional Design Unit 4 Audio Visual Media in Physical Education Unit 5 New Horizons of Educational Technology

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