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Payal Mehra

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Business Communication for Managers Payal Mehra,2011 Business Communication for Managers is a student friendly practical and example driven book that gives students a thorough knowledge of business communication covering all the major communication topics included in MBA syllabi across the country. The book teaches students how to communicate effectively and efficiently with the help of a chapters on communication theories numerous exhibits anecdotes extensive role plays hundreds of end of chapter questions etc. The lucid language and the easy to follow structure of the book make this an invaluable resource for the MBA student.

Writing Effective Letters and Memos Arthur Henry Bell,Cherie Kester,1991

Communicating Professionally, Third Edition Catherine Sheldrick Ross,Kirsti Nilsen,2013-07-17 An updated and expanded version of the training guide Booklist called one of the most valuable professional publications to come off the presses in a long time the new third edition of Communicating Professionally is completely revised with new sections outlining the opportunities offered by contemporary communication media. With more resource information on cross cultural communication including new applications of communication principles and the latest research based material on communication in general this comprehensive manual covers Fundamental skills such as listening speaking and writing. Reading others nonverbal behavior How to integrate skills with tips for practicing Sense making a theory of information as communication Common interactions like speaking one on one working in groups and giving presentations Training others in communication skills including a special section on technology based training.

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