



## **Professional Communication**

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The book will be useful for the undergraduate student community at large; since communication skills are essential for all courses at all times whether it is the Sciences or Humanities or a Professional Course. The book has covered most topics based on the syllabi of Communication Skills in various universities. Professional Communication covers all core components of effective communication that will benefit the students in all domains. It has a section on understanding the nature of communication, its process, verbal and non-verbal communication, how to become effective communicators by avoiding barriers that can hamper the outcome of a communication event in our personal and professional lives. Further the book dwells on writing effective business letters which is very essential for a professional. A chapter on Technical writing and description is included to help understand the style necessary for scientific writing. A chapter on developing language skills includes Grammar and vocabulary, and another on reading comprehension and summarization along with paragraph writing, has been incorporated. These are the tools which facilitate the everyday use of the English language. The book aims to help the readers use the English language even as they learn to communicate effectively by understanding how to acquire good reading, writing, listening and speaking skills along with appropriate body language.

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- 1. Fundamental Concept of Communication**
- 2. Developing Language Skills**
- 3. Advanced Business Letter Writing**
- 4. Basic Technical Writing**
- 5. Reading Comprehension, Summarisation and Paragraph Writing**

### **About the Authors**

**Dr. Arpita Palchoudhury** is working with RAIT, School of Engineering, D.Y Patil University. She has been actively involved in syllabus design of Professional & Business Communication for the University of Mumbai as well as D.Y Patil University. She has also authored a number of research articles and textbooks in the area of Communication Skills and Business Communication. Dr. Palchoudhury has also served as resource person for several short term training programs for teaching faculty.

**Anupama Shenoy**, (MA, B.Ed, SET, University of Mumbai), specialized in English Language Teaching, Psycholinguistics and Sociolinguistics and Literature. She has been teaching English and Communication Skills for twenty four years and works as an

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