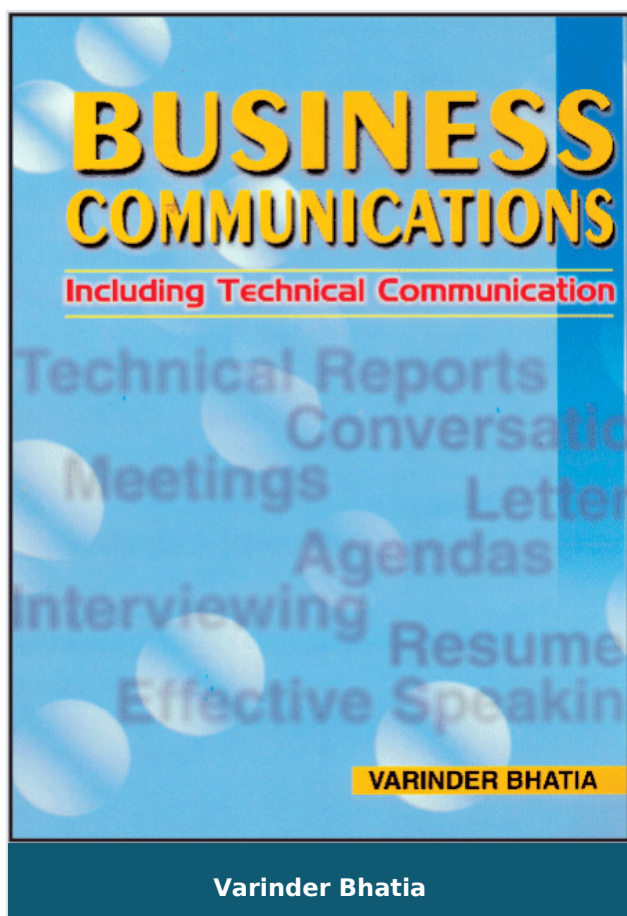




## Business Communications

|                         |                                                                             |
|-------------------------|-----------------------------------------------------------------------------|
| <b>Author :</b>         | Varinder Bhatia                                                             |
| <b>ISBN 13 :</b>        | 978-81-87522-67-6                                                           |
| <b>ISBN 10 :</b>        | 8187522674                                                                  |
| <b>E-ISBN 13 :</b>      | 978-81-87522-67-6                                                           |
| <b>Edition :</b>        | 1                                                                           |
| <b>Pages :</b>          | 316                                                                         |
| <b>Type of book :</b>   | Physical                                                                    |
| <b>Year :</b>           | 2013                                                                        |
| <b>Language :</b>       | English                                                                     |
| <b>Publisher :</b>      | Khanna Publishing House                                                     |
| <b>M.R.P :</b>          | Rs 225.00                                                                   |
| <b>Categories :</b>     | <a href="#">Computer Science Engineering,</a><br><a href="#">Book Store</a> |
| <b>Condition Type :</b> | New                                                                         |
| <b>Country Origin :</b> | India                                                                       |

## Product Description

---

This is written in simple and easy to understand language. Covers recent developments in business and technical communications skills. Includes technical report writing covers course contents of BBA, MBA, MBA, BCA, BIT, MIT and other various computer and management courses. Excellent reference for students as well as corporate executives.

## Table Of Contents

---

- Introduction
- Business Communication and Technology
- Listening Skills
- Resume Writing
- Memo Writing
- Telephonic Communication Skills
- Intercultural Communication
- Note Taking
- Writing Skills
- Reading Skills
- Punctuation
- Oral Presentation
- Public Speaking
- Dictation Skills
- Meetings and Conferences
- Press Release
- Technical Report Writing
- Business Report Writing
- Summarizing and Paraphrasing
- Business Letter Writing
- Interviews
- Notices Agenda and Minutes
- Index

## Author

---

### Varinder Bhatia

Dr. Varinder Bhatia born 27-02-1968 is an acknowledged teacher and prolific author. He obtained his Master of Commerce degree in 1988 from Guru Nanak Dev University, Amritsar. He was conferred a Ph. D. degree in commerce by Dr. B.R. Ambedhkar University, Agra. He is also an Associate member of Indian Management Association, New Delhi and Operational Research Society of India, Calcutta. He has authored Business Statistics, Corporate Accounting (Co-author), Operation Research and cost Accounting. Presently he is working in the Department of Business and Commerce, D.A. V. College, Amritsar.