Effective Technical Communication Ashraf Rizvi

In the era of information technology, organizations seek employees who have excellent communication skills. The advantage is for the individuals who, with their excellent communicative ability, are able to meet the challenges of the professional world through diverse paths such as writing, speaking, reading, and listening. This comprehensive and student friendly book dwells on various aspects of technical communication that students of science and engineering should be familiar with. Divided into two parts, Part A of the text describes in detail the planning, designing and drafting of documents for a broad range of situations and applications. The text explores the types of business letters reflecting current practices, and different techniques of drafting them. Since, in the professional settings, executives have to work in teams, the book explains various causes of communication breakdown and ways to overcome them. A separate chapter is devoted to Advertising. Part B elaborates on Group Communication taking into consideration the collective and individual requirements. This part also includes individual chapters on Effective Presentation, Non-Verbal Cues, Speeches, Interviews, and Negotiation Skills so as to orient young professionals towards new challenges. This compact book is intended primarily as a text for undergraduate students of engineering and science. Besides, students of business management would also find the book immensely valuable. In addition, the text would be a handy reference for practicing professionals who wish to hone their communication skills for achieving better results and should prove extremely useful for those involved in everyday communication.
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The book "Pathways: Basics of English Language" is designed to be a supplemental study material for young students to learn basics of science including Adjectives, Adverbs, Nouns, Past Tense & Future Tense
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Effective Tech CommunicationTata McGraw-Hill Education
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Effective Technical Communication is designed to serve as a practical guide and useful resource for scientists, engineers, and researchers. It addresses the need of practitioners engaged in the exchange of techincal information to effectively share their ideas with, and make impact on, their peers. The book provides guidelines, technical conventions, and graphical and visual aids for communicating effectively. It discusses the use of scientific vocabulary and various forms of writing, starting from simple forms such as paragraph and precis writing to more advanced forms such as scientific and engineering reports and papers. Written in an wasy-to-understand style, the text is supported with numerous illustrative examples. The correct use of language, the dos and don'ts of communication and the effective use of speech communication have also been discussed in detail.
This text book focuses on helping the students to develop skills in all the four dimensions of communication, namely listening, speaking, reading, and writing. While maintaining a practice-oriented approach, the book also provides a comprehensive review of the principles of technical communication. Simple presentation, step-by-step discussion, use of examples, and the practice modules will help students in mastering the subject.
Örgütsel ileti?im son 30-40 y?ldan beri, ileti?im teknolojisindeki h?zl? geli?melere paralel olarak hem niteliksel hem niceliksel olarak artan bir de?i?im ve geli?im göstermi? ve örgütlerin ba?ar? ve ba?ar?s?zl???nda ileti?imin pay? ve rolü büyük önem kazanm??t?r. Geçen y?llar içerisinde örgütsel ileti?im kavram?nda meydana gelen önemli de?i?iklik ise, örgüt içerisinde ileti?imin öneminin ve yerinin anla??lmas? yan?nda bir örgütteki ileti?im olgu ve sürecinin yaln?zca örgüt içi ileti?imden ç?kar?larak örgütün d?? çevreyle kuraca?? ili?kilerde de öneminin anla??lmas?d?r.
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Today, acquiring English language skills has become so essential, especially for those who are looking for new jobs in reputed organizations as well as for the practising professionals. Many engineering students, even though they have adequate knowledge of their subject, are unable to express themselves well in English. Taking this into account, engineering colleges/institutes have introduced exclusive English Language Laboratories where students are drilled in the practical aspects of the English language. This compact and comprehensive book is a step-by-step practical guide to students, telling them how to prepare technical reports and how to acquire the basic communication skills—listening, speaking, reading and writing. The book deals with conversation, situational dialogues and role plays, and Group Discussions (GDs). It also gives detailed discussion about Interviews—step-by-step preparation, practical and psychological preparation, the dos and don’ts for interview—besides dealing with different kinds of interviews: telephonic, videoconferencing, and others. In addition, the text stresses the importance of researching the organization, and salary negotiations. Finally, the book shows the students how to make powerpoint presentations (PPTs), the structure of presentation and using audio visuals. This activity based, skill-oriented, learner centred book is designed according to the WBUT syllabus on Technical Report Writing and Language Laboratory Practice for the B.Tech. students. However, it would be equally useful for B.Tech./B.E. students across the country. DISTINGUISHING FEATURES : A practical and student friendly text, the stress being on the functional aspects of the language and various activities for acquiring the language. Gives the Methodology of conducting activities such as GDs, Interviews and Presentation. Provides model GD topics and the step-by-step process of making PPTs. Clearly spells out all the details, right from preparing a good job application, researching the company (including its financial health), to preparing the job

portfolio, to wearing the proper dress, handling questions, and negotiating salary. Provides an extensive list of probable questions along with their answers to prepare students for mock interviews. Also gives well-crafted questions at the end of each lesson.

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The second edition of Communication Skills for Engineers brings in a sound understanding and insight into the dynamics of communication in all spheres of life interpersonal, social and professional. The book hinges on the premise that effective communication is an outcome of using the right combination of skills alongside an appropriate attitude.

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