

EFFECTIVE BUSINESS COMMUNICATION

Asha Kaul



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Asha Kaul Business Communication:

EFFECTIVE BUSINESS COMMUNICATION, SECOND EDITION KAUL, ASHA, 2014-12-11 Communicating a message effectively needs precision be it verbal or non verbal At the professional front the accuracy of the message to be shared becomes all the more important as the business decisions may depend on the same This book in its second edition continues to detail on the pre requisites of communicating effectively in the corporate environment and generally Beginning with an overview of business communication the book educates on the principles of communication oral and written Divided into nine chapters the first two chapters deal with oral communication and the next seven deal with different forms of written communication The book teaches how to write effective letters and prepare persuasive resum The chapters are well supported with many examples and illustrative exhibits wherever required A new chapter Chapter 9 has been added titled Writing to Communicate which presents incorrect use of language and phrases that rob the text be it a report or a letter of authenticity and credibility The chapter also presents correct use of the examples and the rationale or logic in the form of explanations Designed as a textbook for the management students this book would be equally useful for the management professionals and executives Key features Observes a simple pattern of Read Comprehend Test Follow Discusses strategies for identification and improvisation of communication skills both oral and written Provides numerous examples and illustrations that facilitate proper grasp of the topics discussed *BUSINESS COMMUNICATION* ASHA KAUL, 2009-01-01 It is said the future belongs to Communication And rightly so For today more than ever before the need for effective communication is being felt This is particularly true of business communication because organizations in their efforts to excel in business and outdo their competitors have to be precise and extremely effective in their communication to satisfy all its stakeholders be they suppliers distributors advertisers or customers This book on Business Communication now in its Second Edition brings to fore the multidimensional aspects of Business Communication ranging from listening speaking developing skill sets to exhibiting correct body language The book emphasizes that understanding the perceptions and mindsets of the communicators and the context are crucial for business communication This book which is the outcome of the rich and the vast experience of Dr Asha Kaul and her interaction with the brilliant young minds at IIM Ahmedabad and other B schools should be of immense value to the budding as well as practicing managers All readers will find this new edition extremely useful refreshingly different and delectably delightful What s New to This Edition Extensive use of examples anecdotes and brief case studies to exemplify the points issues Checklist and Summary which are ready reckoners for a student hard pressed for time yet desirous of learning and change Learning Objectives for each chapter and section which bring focus to the text Activities in which the student can participate and test communication competence Comprehensive section on exercises at the end of each chapter which are application oriented and test the student s grasp of the subject The book is recommended by AICTE for PGDM course The link is www.aicte-india.org/modelsyllabus.php **BUSINESS**

COMMUNICATION, THIRD EDITION KAUL, ASHA, 2025-04-14 Scholars note that effective communication leads to success and rightly so. In today's competitive world with more organizations in the market, a greater number of stakeholders and higher expectations, the need for effective communication is being sensed more than ever before. In this context, employees and organizations excelling in business and outperforming their competitors through multiple skill sets too have echoed the significance of the primary skill: precise and effective communication. This book on Business Communication, now in its Third Edition, hinges on multidimensional aspects ranging from understanding to the application of principles to practices such as listening, speaking, exhibiting correct body language in normal organizational set up and in group discussions and interviews. The book lays emphasis on comprehension of perceptions and mindsets of interactants and the context prior to framing of content. The text, which is the outcome of the rich and vast experience of Prof. Asha Kaul and her interaction with the young minds at IIM Ahmedabad and other B schools, has proven to be of immense value to the budding as well as practicing managers. The readers will find this new edition extremely useful, different and insightful.

WHAT'S NEW TO THIS EDITION New chapter on Interpersonal Communication highlighting the principles and tactics required to build relationships and enhance communication. Enumeration of the link between relationships and communication. Developing an understanding of interpersonal conflict and discussion on strategies to overcome them. A detailed section on groups and group formation and conflict resolution in groups. Case studies embedded in the chapter with questions to resolve common issues related to communication within organizations.

TARGET AUDIENCE MBA, BBA, B Com, M Com, Business Communication. M. K. Sehgal, 2008. Communication is the lifeblood of every business organization. This book on Business Communication aims to bring about the relevance and importance of communication in business. It highlights the different types of formal and informal communication taking place in an organization. Various forms of written and oral communication, including letters, memos, orders, interviews, group discussions, meetings, etc., have been discussed in detail. Besides the importance of non-verbal communication, it has also been elucidated. Effort has been made to keep the text simple and comprehensible, including a lot of examples and case studies. Students' exercise at the end of every chapter has been added to inculcate interest in readers for higher and deeper learning. There is comprehensive coverage of all topics on Business Communication prescribed for study for the students of Commerce, Management, Hotel Management and MCA, etc. This book is not only helpful for the students of Business Communication but is also a helpful guide to those who want to improve their communication skills.

The Effective Presentation Asha Kaul, 2005-11-23. Presents a guide to effective business presentations with information on such topics as choosing content, duration, sequencing, understanding the audience, using visual aids and delivery style. Business Communication, **Krishna's Professional Communication**, Krishna's Communication Lab (English): For B.E./ B. Tech./ B. Arch. Students of 2nd Semester of all Engineering Colleges Affiliated to U.P. Technical University Lucknow, **Pragmatic Approach to Corporate Communication** Dr. Ananta Geetey Uppal,

Basic Business Communication ,

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