

PROFESSIONAL COMMUNICATION

The book will help the learner in acquiring knowledge and skills in communication, which he or she will need to apply at the workplace. Keeping this objective in view, the author takes a practical approach and gets the learner involved in the process of communication while disseminating background theoretical information. The text contains carefully crafted application modules which will guide the learner through this “learning by applying” process. All the four aspects of communication reading, writing, listening and speaking have been covered.

The five dimensions of the author’s pedagogic approach are:

- Explaining or discussing a concept
- Presenting the relevant background information
- Helping establishing a plan of action by using the concept
- Offering exercises to give practice in using the concept
- Helping integrating learning into everyday communicative activity at workplace

