

Model Memos that Inform and Motivate

How to Write First-Class Memos

the handbook for practical memo writing

L. Sue Baugh

Write First Class Memos

Baugh



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COMMUNICATION SKILLS FOR PROFESSIONALS, Second Edition KONAR, NIRA,2021-11-08 Communication Skills for Professionals is a time tested book which aims to equip students academicians and professionals with all the necessary skills to communicate effectively so that they can thrive in this competitive world

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WHAT IS NEW TO THIS EDITION In the modern business world where speed and ease of communication is very important E mails have become widely prevalent An E mail can even make or break a career Detailed discussions have been shared in this Edition on how to write the perfect E mail A completely new chapter has been added on social media tools like LinkedIn Facebook and Twitter Job seekers would learn

how to upload their portfolios and highlight their skills and achievements and connect with prospective employers and collaborators

Book Reviews I have been a regular user of the book by Prof Nira Konar and found it a very reliable resource

The chapters on Group Discussion and Body Language are particularly helpful Besides the chapter on Communication Theory has been relevantly and effectively explained keeping in mind the needs of the students Overall the book is very accessible by all levels of students It is a part of recommended reading for my students

Nandini Mukherjee Course Coordinator
Department of Communicative English St Xavier s College Kolkata

An extremely concise lucidly written and reader friendly book that serves as a handy reference manual for all in service English language teachers of degree engineering colleges

The B Tech Communicative English syllabus has been closely followed with detailed sections on grammar writing and comprehension

The chapters on vocabulary take an insightful look at etymology word origins synonymy and antonymy Detailed word lists and practice exercises make the section extremely helpful for practicing teachers

The sections on grammar are fairly detailed offering a thorough analysis of Verbs Tenses Voice Narration Transformation of Sentences and Error Correction

There are plenty of practice exercises for the teacher to choose from Reading skills are well discussed and technical writing is given all the importance and predominance it usually occupies in any course on technical communication

The section on report writing is extremely useful as a guide for teachers for teaching students the formatting and writing essentials in documenting reports

There is a section on professional speaking too which enriches the content of the book

On the whole the book is of continuing usefulness and relevance in any technical English course and will be used by teachers and students alike for many years to come

Dr Indrajit Bose Assistant Professor of English GNIT Kolkata

Dr Konar s book acts as a comprehensive guide to the students of professional technical as well as basic courses to hone their language skills

The language of the book is persuasive fluid and student friendly which makes it useful even to the first generation learners of English

The scope of this book extends from word building to report writing and covers almost all the thrust areas of language training in a nutshell

Hence it deserves a shelf space in the library of any institution

Ayushman Banerjee Assistant Professor in English Haldia Government College Kolkata

This is one of the best books on Communication available in the market

Dr Nira Konar is a brand by herself whenever English Language Teaching ELT comes into discussion

This compact edition discusses in detail the various aspects of language ranging from Vocabulary Grammar Syntax to effective communication in business

The book gives a clear reading of LSRW skills such as writing reading listening and public speaking

It further confers different means of effective communication situational dialogues body language and group discussions

The book follows the present MAKAUT curriculum of English for B Tech 1st year 2nd Semester HM HU 201 HM HU 291 thoroughly

It not only gives an overview of the Theory syllabus but also provides details of Language Laboratory activities as well

Communication Skills for Professionals enables the readers to express themselves clearly and communicate effectively at the workplace

This book not only deals with the rudiments of communication but also gives insights into the

body language and provides important tips on how to be successful at interviews and group discussions Primarily intended for students of engineering and technology the book will also be useful for Management students and the students of all disciplines who want to acquire the skill in corporate communication and excel in their respective professional areas Sohini Datta Assistant Professor Department of Management IEM Sector V Salt Lake Kolkata Easy and in depth writing on the subject is the aim of this book The author has put in here the fruits of teaching the students from the wide ranging and first hand knowledge of business speaking and writing and listening in a friendly way It is enriched with extensive references On every page of the book the students will see how a simpler style of English is balanced with their need Dalia Sen Assistant Professor Bengal Institute of Technology Under Techno India Group Kolkata *The Supervisor's Big Book of Answers* Paula J. MacLean,1999 *The language of international communication* ,2002 *Rethinking Sales* Marco Giunta,2010-08-17 Building Sales One Relationship At A Time It s no surprise that the world of sale today is more challenging than ever How then can you become that salesperson who stands out among the rest How can you break through the sales stereotypes and improve client relationships Salespeople all over the world all have one thing in common the desire to make money But also they want to feel respected and confident in the work that they do Rethinking Sales opens a new door into the sales arena and encourages you to understand on a deeper level the entire sales process from how to make that first impression to keeping your clients coming back for more It works for anyone at any stage in their career and shows how each step of the sales process is important in reaching your goal and ultimately making the most money that you can check out RethinkingSales com and Marcogiunta com *Writing Effective Business Letters, Memos, Proposals, & Reports* Samuel A. Cypert,1983 *El-Hi Textbooks and Serials in Print* ,2006 **El-Hi Textbooks & Serials in Print, 2005** ,2005 *Engineered Writing* Melba Jerry Murray,Hugh Hay-Roe,1986 **School & Society** ,1915 School and Society ,1915 *The Meat Trades' Journal and Cattle Salesman's Gazette* ,1930 **School and Society** James McKeen Cattell,Raymond Walters,1915 **Whitaker's Books in Print** ,1998 *The Publishers Weekly* ,1995 **The Caterer and Hotel Proprietors' Gazette** ,1906

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