



## Basic Communication Skills

By P. Kiranmal Dutt and Geetha Rajeevan

Foundation Books, New Delhi, India, 2007. Paperback with a CD-ROM. Book Condition: New. First Edition. "Recognizing the new role of English as a language of opportunities and possibilities, universities and other academic bodies are launching new courses aimed to equip students with the requisite knowledge and skills. Basic Communication Skills aims to develop students' ability to use English accurately and appropriately in academic, professional and social contexts. This course mainly focuses on the development of listening and speaking skills. Key features - Develops appropriacy and fluency in communication - Prepares students for face-to-face and telephone communication in academic, social and business contexts - Engages students in meaningful communication through interactive tasks - Offers excellent models of use of English through a variety of listening exercises on the CD-ROM Contents Introduction To the Teacher Part I Communication Skills 1 Understanding Communication 2 Greeting and Introducing 3 Making Requests 4 Asking for and Giving Permission 5 Offering Help 6 Giving Instructions and Directions Part II Telephone Skills 1 Understanding Telephone Communication 2 Handling Calls 3 Leaving a Message 4 Making Requests 5 Asking for and Giving Information 6 Giving Instructions Appendix I: Listening Texts Appendix II: Role Cards. Printed pages: 97. Size:...



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