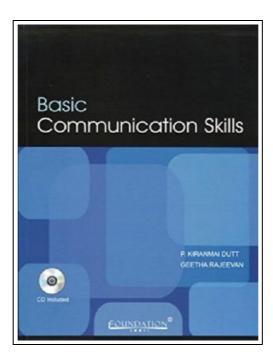
# **Basic Communication Skills**



Filesize: 5.75 MB

## Reviews

It becomes an amazing ebook that we have possibly read through. It is really simplified but surprises within the 50 % from the ebook. You can expect to like how the blogger compose this book.

(Ms. Shaina Legros III)

### **BASIC COMMUNICATION SKILLS**



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: 185 x 240 Mm.



Read Basic Communication Skills Online Download PDF Basic Communication Skills

## Other Books



### I Learn, I Speak: Basic Skills for Preschool Learners of English and Chinese

Paraxus International, Inc., United States, 2012. Paperback. Book Condition: New. 279 x 216 mm. Language: English . Brand New Book \*\*\*\*\* Print on Demand \*\*\*\*\*. Please go to // and shapes for some high resolution sample...

Save Document »



iPhone 6 iPhone 6s in 30 Minutes: The Unofficial Guide to the iPhone 6 and iPhone 6s, Including Basic Setup, Easy IOS Tweaks, and Time-Saving Tips

I30 Media Corporation, United States, 2015. Paperback. Book Condition: New. 229 x 152 mm. Language: English . Brand New Book \*\*\*\*\* Print on Demand \*\*\*\*\*\*. In 30 minutes, learn how to unlock the secrets of your...

Save Document »



#### Basic Concepts, Grade Preschool

Book Condition: Brand New. Book Condition: Brand New.

Save Document »



Games with Books: 28 of the Best Childrens Books and How to Use Them to Help Your Child Learn - From Preschool to Third Grade

Book Condition: Brand New. Book Condition: Brand New.

Save Document »



Scaffolding Emergent Literacy: A Child-Centered Approach for Preschool Through Grade 5

Book Condition: Brand New. Book Condition: Brand New.

Save Document »