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book dwells onto all aspects of business communication which helps to attain success in a business. This book is organized in three sections. Section-I (Basics of Communication) details on how messages in business should be conveyed clearly and unambiguously through various models of communication. It

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further explains that a message when communicated effectively can help in selling the concept, goods, products or services more conveniently and effectively. Section-II (Oral and non-verbal communication) elucidates that besides verbal communication, non-verbal communication such as gestures, postures,

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India dressing and hair style also plays an equal and important role in imparting messages in a corporate environment. Section-III (Written communication) details on the factors which help to enhance the business writing abilities (letters and memos). Besides, the book teaches various other aspects of business communication like

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how to prepare for an interview, how to conduct a meeting and also how to draft an impressive resume. Primarily intended for the postgraduate students of management, the book is equally beneficial for the business professionals and company owners, to help them learn the traits of effective communication.

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This book demonstrates how your choice of language can influence your reader. The book keeps speed with the latest developments in the field of communication and draws on practices used at reputed business schools like Wharton, Kellogg and Harvard. It equips

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philanthropists are a disrupting force pushing global aid to be data driven and results oriented. This \$200 billion industry includes emerging and established foundations like the Chan Zuckerberg Initiative and the Bill and Melinda Gates Foundation. Entrepreneurial startups like Hello Tractor, which offers an Uber-like

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app for farmers in Nigeria, and Give Directly, whose app allows individuals to send money straight to the phone of someone in need, are also giving rise to this new culture of charity. The result is a more sustainable philosophy of aid that elevates the voices of the world's poor as neighbors, partners, and customers.

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