

Contents

<i>Preface</i>	vii
1. Introduction to Communication Skills	1
<i>Anurag Luharia, Shubham Kadam, Aryaman Grover, Vedanti Chirde, Sneha Shrunghare</i>	
2. Nonverbal Communication	16
<i>Shubham Kadam, Anurag Luharia, Gaurav Mishra, Aqeeb Sheikh, Prashik Dube</i>	
3. Listening Skills.....	27
<i>Monika Luharia, Chandrashekar Mahakalkar, Anurag Luharia, Aditya Ambatkar, Kunal Ambatkar</i>	
4. Reading Skills	38
<i>Gaurav Mishra, Pooja Vyas, Swapnil Mohod, Shubham Kadam, Sahersh Yewatkar</i>	
5. Presentation Skills (Presentation Organization and Presentation Development)	43
<i>Pooja Vyas, Anurag Luharia, Abhiuday Meghe, Albert Paul Verges, Shreya Naik</i>	
6. Proposal Writing Skills	64
<i>Chandrashekar Mahakalkar, Shewta Dahake, Sonali Wavare, Rohini Kadam, Shubham Kadam</i>	
7. Report Writing Skills	74
<i>Rupali Naik, Rohini Kadam, Shubham Kadam, Vedanti Chirde, Sneha Shunghare</i>	
8. Writing Skills	81
<i>Swapnil Mahod, Vithal Shende, Rohini Kadam, Sherya Naik, Albert Paul Verges</i>	

9. Electronic Corporate Communication (Telephone and E-Mail)	105
<i>Ashish Uke, Anurag Luharia, Rupali Naik, Meera Hatwar, Aqeeb Sheikh</i>	
10. Interview Skills	130
<i>Abhiuday Meghe, Monika Luharia, Gaurav Mishra, Anurag Luharia, Shubham Kadam</i>	