

Rajendra Pal ♦ J. S. Korlahalli

Essentials of Business Communication

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Essentials of Business Communication Rajendra Pal, Korlahalli. J. S., 2011 *Essentials of Business Communications* Rajendra Pal, J. S. Korlahalli, 1984 *Business Communication and Personality Development* Das, 2008 This book highlights the need, importance, and essence of business communication and personality development in the domain of business under turbulent times. The language provided in the book is concise, lucid, and forceful. It comprehends a vast array of subjects applicable to humanity. The book emphasizes on the topics which are utterly relevant for budding managers, managers, and professionals from all walks of life in the new economy. The topics that are befitting to a hyper-competitive environment where change is the only thing that is constant. It is essential, ultimate, and must for everybody globally for their business development strategies. The book believes that the power of communication through proper pedagogy can create a magic in the business and society. Thoughts, text, and cases scientifically conceived in the book motivate the readers to make their learning experience interesting, influencing, and touchy. This book speaks on the traditional knowledge of communication and business communication and has radical chapters on neuro-linguistic neuro-marketing, TQM, decision making, motivation, etiquette, good health, food culture, holiday retreat, spiritual journey, apart from interpretations on Stephen Covey, Shiv Khera, Muriel James Dale Carnegie. The book is primarily meant for core and elective subjects in the syllabus of MBA, PGDM, B.E., B.Tech, MBBS, Tourism Management, Hospital Management, and all kinds of personality development programs designed for campus interviews and personal interviews.

Office Management Prof. P.K. Ghosh, 2025-02-01 As the dynamic landscape of the business world continues to evolve, so too must the principles and practices that guide effective office management. In this revised edition of *Office Management*, we aim to provide contemporary insights and updated strategies to meet the ever-changing demands of the professional environment. As with any evolving field, continuous learning is essential for staying ahead. This revised edition is designed to be a comprehensive resource for both seasoned office managers seeking to refine their skills and newcomers aiming to build a strong foundation in the discipline. The incorporation of case studies, practical examples, and interactive exercises aims to enhance the reader's understanding and application of the concepts presented. In conclusion, this revised edition of *Office Management* includes a Question Bank, few case studies for self-evaluation, and assessment. The book is a testament to our commitment to providing relevant and timely insights into the world of Office Management. We hope that the ideas and strategies presented herein will inspire effective and adaptive management practices in offices of all sizes and industries.

Indian Books in Print, 2003 Business Environment Dr C.B. Gupta, 2022-10-01 The following topics have been added in this new edition: 1 Models of Business Conduct 2 Green Index 3 Impact of Climate Change 4 Black Economy 5 Biodiversity 6 Objective Type Questions. The book is meant for MBA, M.Com, PGDBM, BBA, B.Com Courses, institutes, and universities. Some of the distinctive features of the book are as follows: 1 Lucid, simple, and conversational language 2 Latest policy guidelines and government regulations 3 Full coverage of the latest

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