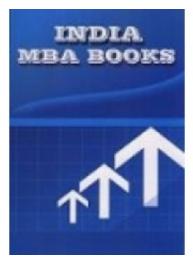
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Unit – **IV**: Listening? Importance, Barriers, Guidelines for Effective Listening – Presentation? Oral andWritten, Essential requirements, Basic Skills of Communicating Managers.

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