

# MANAGERIAL COMMUNICATION SKILL AND DEVELOPMENT.



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**MANAGERIAL COMMUNICATION SKILL AND DEVELOPMENT.**

## **Description**

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PAPERS AND GUESS**

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**RATING OF BOOK: EXCELLENT**

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## **MANAGERIAL COMMUNICATION SKILL AND DEVELOPMENT.**

**Unit-1** Introduction to Official Documentation and Business Communication. Basic Concepts of Business Communication, Principles of Good Writing, Format and Types of Business Letter. Procedure of Filing and File movements, E-filing.

**Unit-2** Managerial Communication (Written) Official Letters, Memos, Notice, Circular, Letter Relating to Personnel Department, Correspondence with Banks, E-Mails, Fax, Correspondence With Media, Drafting of Advertisements, Report Writing.

**Unit-3** Business Etiquettes and Executive Manners. Etiquette in office, Meetings, Seminars and Conferences, How to dress up according to the occasion, Dress Code, table manners, dining etiquettes, Elevator Etiquettes, Electronics Etiquettes.

**Unit-4** Succeeding in Job Interviews Writing a C.V. and Cover Letter, JOB INTERVIEWS, Over-coming Common Mistakes in Interview, Confidence Building.

**Unit-5** Group Discussion: Basic Concepts of Group Discussion, Types of Group Discussion, Preparation for Group Discussion, Process of Group Discussion, Category of Topics in Group Discussion, What is observed in Group Discussion. Critical Success Factors in Group Discussion, Overcoming Mistakes in Group Discussion.