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this book aims to provide crucial insights into various facets of developing one's personality as well as to improve written verbal and non verbal communication skills special attention has been paid to the specific needs of a job aspirant such as writing of effective cvs participation in

group discussions tackling job interviews and to hone one's public speaking and speed reading skills

effective technical communication is designed to serve as a practical guide and useful resource for scientists engineers and researchers it addresses the need of practitioners engaged in the exchange of technical information to effectively share their ideas with and make an impact on their peers the book provides guidelines technical conventions and graphical and visual aids for communicating effectively it discusses the use of scientific vocabulary and various forms of writing starting from simple forms such as paragraph and précis writing to more advanced forms such as scientific and engineering reports and papers written in an easy to understand style the text is supported with numerous illustrative examples the correct use of language the dos and don'ts of communication and the effective use of speech communication have also been discussed in detail

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