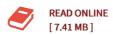




### The Art of Communication

By K.C. Verma

Gyan Books (P) Ltd., 2013. Hardcover. Book Condition: New. Contents, Acknowledgements, Preface, Introduction, What is Communication ò The Art of Communication ò, Dance - The Unique Form of Communication ò, Communication is used for Multiple Purposes ò, Communication Involves the Coordination of Meanings, ò Communication Involves Co-orientation ò, Communicators Develop a Repertoire of Skills that, Pass f rom the Level of Consciousness ò, Communication can be Viewed as a Patterned Activity, ò The Beauty of Communication is a Function of the, Degree of Coordination ò The Art of Good, Communication ò Effectiveness ò What is Effective, Communication? ò The Importance of Communication, ò The Objectives of Communication ò Communication, Elements ò Summary, Communication Process, The Communication Process ò Personality and, Perception in Communication ò Summary, Communication Modes, Communication in Organisation ò One-way and twoway, Communication ò Superior Subordinate, Communication ò Interdepartmental Communication, ò Interpersonal Communication ò Intra-personal, The Art of Communication, Communication ò Communication Grapevine ò Oral, Communication ò Conversation as Communication, ò The Art of Conversation ò How to be an Effective, Conversationalist ò Tactful Conversation ò Written, Communication ò Ambiguity Avoidance òP u blic, Speaking ò Creating an Effective Speech ò Making, Presentations ò Model...



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