## **Communication Skills: References**

## **References: Books**

Adair, John. <i>Effective Communication</i> . London: Pan Macmillan Ltd., 2003.
Ajmani, J. C. <i>Good English: Getting it Right</i> . New Delhi: Rupa Pubications, 2012.
Amos, Julie-Ann. <i>Handling Tough Job Interviews</i> . Mumbai: Jaico Publishing, 2004.
Bonet, Diana. <i>The Business of Listening: Third Edition</i> . New Delhi: Viva Books, 2004.
Bovee, Courtland L, John V. Thill & Barbara E. Schatzman. <i>Business Communication Today: Tenth Edition.</i> New Jersey: Prentice Hall, 2010.
Brown, Michele & Gyles Brandreth. <i>How to Interview and be Interviewed</i> . London: Sheldon Press, 1994.
Carnegie, Dale. <i>The Quick and Easy Way to Effective Speaking</i> . New York: Pocket Books, 1977.
Collins, Patrick. <i>Speak with Power and Confidence</i> . New York: Sterling, 2009.
Fensterheim, Herbert and Jean Baer. <i>Don't Say Yes When You Want To Say No</i> . New York: Dell, 1975.
Fitikides, T. J. <i>Common Mistakes in English</i> . London: Orient Longman, 1984.
Guffey, Mary Ellen. <i>Essentials of Business Writing</i> . Ohio: South-Western College Pubg., 2000.
Hall, Edward, T. Beyond Culture. Garden City, N.Y.: Doubleday, 1976.
Hall. Edward. T. <i>The Silent Language</i> . Greenwich. Conn.: Fawcett. 1959.

Hasson, Gill. <i>Brilliant Communication Skills</i> . Great Britain: Pearson Education, 2012.
Hughes, Shirley. <i>Professional Presentations: A Practical Guide to the Preparation and Performance of Successful Business Presentations</i> . Sydney: McGraw-Hill, 1990
Kalish, Karen. How to Give a Terrific Presentation. New York: AMACOM, 1996.
Kratz, Abby Robinson. <i>Effective Listening Skills</i> . Toronto: ON: Irwin Professional Publishing, 1995.
Kroehnert, Gary. Basic Presentation Skills. Sidney: McGraw Hill, 2010.
Lesikar, Raymond V and Marie E. Flatley. <i>Basic Business</i> Communication: Skills for Empowering the Internet Generation: Ninth Edition. New Delhi: Tata McGraw-Hill, 2002.
Lesikar, Raymond V., & John D. Pettit, Jr. Report Writing for Business: Tenth Edition. Delhi: McGraw-Hill, 1998.
Morgan, Dana. 10 Minute Guide to Job Interviews. New York: Macmillan, 1998.
Monippally, Matthukutty, M. <i>Business Communication Strategies</i> . New Delhi: Tata McGraw-Hill Publishing Company Ltd., 2001.
Moore, Ninja-Jo, et al. <i>Nonverbal Communication: Studies and Applications</i> . New York: Oxford University Press, 2010.
Nelson, Paul E. & Judy C. Pearson, Confidence in Public Speaking.
Neuliep, James W. Intercultural Communication: A Contextual Approach. Boston: Houghton Mifflin Co., 2003.
Prasad, H. M. How to Prepare for Group Discussion and Interview. New Delhi: Tata McGraw-Hill Publishing Company Limited, 2001.
Pease, Allan. Body Language. Delhi: Sudha Publications, 1998.

☐ Raman, Meenakshi & Sangeeta Sharma. *Technical Communication:* Principles and Practice. Second Edition. New Delhi: Oxford University Press, 2011. ☐ Rogers, Natalie. *How to Speak Without Fear*. London: Ward Lock, 1982. ☐ Rutherford, Andrea J. Basic Communication Skills for Technology: Second Edition. Delhi: Pearson Education, 2007. ☐ Seely, John. Writing Reports. New York: Oxford University Press, 2002. ☐ Sharma, R. C. & Krishna Mohan. Business Correspondence and Report Writing: Third Edition. New Delhi: Tata McGraw-Hill Publishing company Limited, 2007. ☐ Thill, John V. & Courtland L. Bovée, Excellence in Business Communication, 10th edition. Boston: Pearson, 2013. ☐ Thorpe, Edgar & Showick Thorpe. Winning at Interviews. 2nd Edition. Delhi: Dorling Kindersley, 2006. ☐ Turton, N. D. & J. B. Heaton. Longman Dictionary of Common Errors. Essex: Longman, 1987. First Indian Edn. 1998.

## **References: Web Links**

- http://networketiquette.net/
- https://public.wsu.edu/~brians/errors/
- http://users3.ev1.net/~pamthompson/body\_language.htm
- http://www.albion.com/netiquette/corerules.html
- http://www.bbc.co.uk/worldservice/learningenglish/radio/specials/15 35\_questionanswer/page15.shtml
- http://www.colostate.edu/Depts/Speech/rccs/theory44.html
- http://www.dailywritingtips.com/

- http://www.englishdaily626.com/c-errors.php
- http://www.indiabix.com/group-discussion/topics-with-answers/
- http://www.owlnet.rice.edu/~cainproj
- http://www.thehumorsource.com
- http://zzyx.ucsc.edu/~archer/intro.html