

Advanced Manual for Communication Laboratories and Technical Report Writing

RCC IIT Library



30330

AS PER THE 2011 REVISED SYLLABUS



WBUT

421.078
RAN/A



D. Sudha Rani

ALWAYS LEARNING

PEARSON



Scanned with OKEN Scanner

2



Advanced Manual for Communication Laboratories and Technical Report Writing

4 APR 2023

22 JUN 2015

with best
compliments
from the Editor

04.08.2014

SAMPLE COPY
NOT FOR SALE

Advanced Manual for Communication Laboratories and Technical Report Writing

D. SUDHA RANI

PEARSON

Delhi • Chennai • Chandigarh

Ponohali Panohopachary

*Murthi Prasad
9903840789*



KCC Institute of Information Technology
(Library)

30330

Accession No. **30.330**

426578

Page 1

Copyright © 2012 Dorling Kindersley (India) Pvt. Ltd

This book is sold subject to the condition that it shall not, by way of trade or otherwise, be lent, resold, hired out, or otherwise circulated without the publisher's prior written consent in any form of binding or cover other than that in which it is published and without a similar condition including this condition being imposed on the subsequent purchaser and without limiting the rights under copyright reserved above, no part of this publication may be reproduced, stored in or introduced into a retrieval system, or transmitted in any form or by any means (electronic, mechanical, photocopying, recording or otherwise), without the prior written permission of both the copyright owner and the above-mentioned publisher of this book.

ISBN 978-81-317-6587-6

First Impression

Published by Dorling Kindersley (India) Pvt. Ltd, licensees of Pearson Education in South Asia.

Head Office: 7th Floor, Knowledge Boulevard, A-8(A), Sector 62, Noida, UP 201309, India.

Registered Office: 11 Community Centre, Panchsheel Park, New Delhi 110017, India.

Compositor: Tantla Composition Services

Printer: Pushp Print Services



Contents

<i>About the Author</i>	<i>vii</i>
<i>Preface</i>	<i>ix</i>
<i>A Brief Profile of the Student</i>	<i>xi</i>

Part I

1	Functional Vocabulary	3
2	Role Play	33
3	Group Discussion	53
4	Interview Skills	71
5	Presentation Skills	85
6	Reading Comprehension	108
7	Résumé Writing	128
8	Report Writing	147
9	Statement of Purpose	169

Part II

10	Written Communication	183
11	Technical Report Writing	209

<i>Appendix</i>	<i>233</i>
-----------------	------------