

# Asha Kaul Effective Business Communication

The British National Bibliography Arthur James Wells 2006

**Indian Books in Print** 2003

**Business Communication** M. K. Sehgal 2008 Communication is the lifeblood of every business organization. This book on Business Communication aims to bring about the relevance/importance of communication in business. It highlights the different types of formal and informal communication taking place in an organization. Various forms of written and oral communication; including letters, memos, orders, interviews, group discussions, meetings etc., have been discussed in detail. Besides, the importance of non-verbal communication has also been elucidated. Effort has been made to keep the text simple and comprehensible, including a lot of examples and case studies. Students' exercise at the end of every chapter has been added to inculcate interest in readers for higher and deeper learning. There is comprehensive coverage of all topics on Business Communication prescribed for study for the students of Commerce, Management, Hotel Management and MCA etc. This book is not only helpful for the students of Business Communication, but is also a helpful guide to those who want to improve their communication skills.

Manorama Year Book 2001

**Managing Public Relations and Brand Image through Social Media** Singh, Anurag 2016-05-16 Each consumer now has the power to be a journalist, reviewer, and whistle blower. The prevalence of social media has made it possible to alter a brand's reputation with a single viral post, or spark a political movement with a hashtag. This new landscape requires a strategic plasticity and careful consideration of how the public will react to an organization's actions. Participation in social media is mandatory for a brand's success in this highly competitive online era. Managing Public Relations and Brand Image through Social Media provides the latest research and theoretical framework necessary to find ease in the shifting public relations and reputation management worlds. It provides an overview of the tools and skills necessary to deftly sidestep public affronts and to effectively use online outlets to enhance an organization's visibility and reputation. This publication targets policy makers, website developers, students and educators of public relations, PR and advertising professionals, and organizations who wish to better understand the effects of social media.

**American Book Publishing Record** 2003

**Communicating Corporate Social Responsibility in the Digital Era** Adam Lindgreen 2017-12-12 Although literature on corporate social responsibility is vast, research into the use and effectiveness of various communications through digital platforms about such corporate responsibility is scarce. This gap is surprising; communicating about corporate social responsibility initiatives is vital to organizations that increasingly highlight their corporate social responsibility initiatives to position their corporate brands for both consumers and other stakeholders. Yet these organizations still sometimes rely on traditional methods to communicate, or even decide against communicating at all, because they fear triggering stakeholders' skepticism or cynicism. A systematic, interdisciplinary examination of corporate social responsibility communication through digital platforms therefore is necessary, to establish an essential definition and up-to-date picture of the field. This research anthology addresses the above objectives. Drawing on marketing, management, and communication disciplines, among others, this anthology examines how organizations construct, implement, and use digital platforms to communicate about their corporate social responsibility and thereby achieve their organizational goals. The 21 chapters in this anthology reflect six main topic sections: Challenges and opportunities for communicating corporate social responsibility through digital platforms. Moving toward symmetry and interactivity in digital corporate social responsibility communication. Fostering stakeholder engagement in and through digital corporate social responsibility communication. Leveraging effective digital corporate social responsibility communication. Digital activism and corporate social responsibility. Digital methodologies and corporate social responsibility.

**BUSINESS COMMUNICATION, THIRD EDITION** KAUL, ASHA 2025-04-14 Scholars note that effective communication leads to success, and rightly so. In today's competitive world, with more organizations in the market, a greater number of stakeholders and higher expectations, the need for effective communication is being sensed more than ever before. In this context, employees and organizations, excelling in business and outperforming their competitors through multiple skill sets, too have echoed the significance of the primary skill—precise and effective communication. This book on Business Communication, now in its Third Edition, hinges on multidimensional aspects—ranging from understanding to the application of principles to practices such as listening, speaking, exhibiting correct body language in normal organizational set-up and in group discussions and interviews. The book lays emphasis on comprehension of perceptions and mindsets of interactants and the context, prior to framing of content. The text, which is the outcome of the rich and the vast experience of Prof. Asha Kaul and her interaction with the young minds at IIM Ahmedabad and other B-schools, has proven to be of immense value to the budding as well as practicing managers. The readers will find this new edition extremely useful, different, and insightful. WHAT'S NEW TO THIS EDITION • New chapter on Interpersonal Communication highlighting the principles and tactics required to build relationships and enhance communication. • Enumeration of the link between relationships and communication. • Developing an understanding of interpersonal conflict and discussion on strategies to overcome them. • A detailed section on groups and group formation and conflict resolution in groups. • Case studies embedded in the chapter with questions to resolve common issues related to communication within organizations. TARGET AUDIENCE • MBA / BBA • B.Com. / M.Com.

**The Book Review** 1997

**International Books in Print** 1987

**EFFECTIVE BUSINESS COMMUNICATION, SECOND EDITION** KAUL, ASHA 2014-12-11 Communicating a message effectively needs precision—be it verbal or non-verbal. At the professional front, the accuracy of the message to be shared becomes all the more important as the business decisions may depend on the same. This book, in its second edition, continues to detail on the pre-requisites of communicating effectively in the corporate environment and generally. Beginning with an overview of business communication, the book educates on the principles of communication—oral and written. Divided into nine chapters, the first two chapters deal with oral communication and the next seven deal with different forms of written communication. The book teaches how to write effective letters and prepare persuasive resumé. The chapters are well-supported with many examples and illustrative exhibits wherever required. A new chapter (Chapter 9) has been added titled 'Writing to Communicate' which presents incorrect use of language and phrases that rob the text, be it a report or a letter, of authenticity and credibility. The chapter also presents correct use of the examples and the rationale or logic in the form of explanations. Designed as a textbook for the management students, this book would be equally useful for the management professionals and executives. Key features • Observes a simple pattern of Read-Comprehend-Test-Follow • Discusses strategies for identification and improvisation of communication skills (both oral and written) • Provides numerous examples and illustrations that facilitate proper grasp of the topics discussed.

Business India 2005

**NEW PARADIGMS OF GENDER INCLUSIVITY** KAUL, ASHA 2012-01-19 Diversity, inclusivity, and gender mainstreaming have today become the buzzwords in the corporate arena and civil society. The reason is increased business requirement for diverse competencies and skill sets. Hence, the need to have a mixed gender group has become a business imperative. Furthermore, there is heightened awareness that women are equally competent and talented, if not more, than men in various professional jobs. With increasing job opportunities, tapping and retaining this talent through initiation of various programmes within organizations has shown positive results. New Paradigms for Gender Inclusivity : Theory and Best Practices scripts some of the practices, in the form of case studies, which organizations have followed to enhance

gender inclusiveness. These real-life case studies highlight the role played by organizations in facilitating the progression of women which indirectly has helped in their growth, development and recognition of being a forerunner in promoting diversity. The book is divided into three parts. Parts I and III begin with a theoretician's perspective on gender inclusiveness and gender mainstreaming in India, respectively and close with an academic detailing on reasons and causes for the same. Statistical data and models in the last chapter for the two parts validate the corporate, governmental and civil society attempts at introducing creative yet simple methodologies to make gender diversity and inclusion a reality in the workplace. In Part I, six case studies on the following companies: Broadridge, IBM Daksh, Infosys, Shell India, Jamshedpur Utilities and Services Company Ltd.: A Tata Enterprise, and Wipro have been presented which discuss the need for gender diversity and inclusiveness, drivers and barriers, and showcase measures adopted to overcome those barriers. Five cases: SEWA, Indian Police, Sakti, Indian Railways, and RUDI have been presented in Part III which highlight tasks accomplished by women in their area of expertise, marketing strategies adopted by the civil society to promote goods produced by women, sensitization workshops to address harassment, and training workshops. Part II (Interlude) is a break from organizational cases and shares some experiences, angst, insights and observations on gender diversity and inclusion through a narration, a poem and a reflective piece. This book on case studies will be extremely useful for postgraduate students pursuing gender studies in Management Institutes, students working on gender related dissertation topics and corporate houses keen to learn from best practices of other organizations. Additionally, it would benefit readers who wish to learn about organizational policies and practices for gender inclusivity.

**Business Communication** Asha Kaul 2004-08-01

**Manufacturers' Record** 1903

*The English Paradigm in India* Shweta Rao Garg 2017-09-18 This collection pulls together a wide range of perspectives to explore the possibilities and the boundaries of the paradigm of English studies in India. It examines national identity and the legacy of colonialism through a study of comparative and multi ethnic literature, education, English language studies and the role ICT now plays in all of these fields.

Contributors look at how the issue of identity can be addressed and understood through food studies, linking food, culture and identity. The volume also considers the timely and very relevant question of gender in Indian society, of the role of the woman, the family and the community in patriarchal contemporary Indian society. Through the lens of literature, culture, gender, politics, this exciting volume pulls together the threads which constitute modern Indian identity.

*Industrial Development and Manufacturers' Record* 1903

**Basic Business Communication**

**The Effective Presentation** Asha Kaul 2005-11-23 Presents a guide to effective business presentations, with information on such topics as choosing content, duration, sequencing, understanding the audience, using visual aids, and delivery style.

[Pragmatic Approach to Corporate Communication](#) Dr Ananta Geetey Uppal

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