

# COMMUNICATION SKILLS IN ENGLISH

**F.Y.B.A. Sem. II**

- Mrs. Pranita Kamath
- Dr. Arundhati Barde



**Himalaya Publishing House**

ISO 9001:2015 CERTIFIED

## ABOUT THE BOOK

The aim of this book is to acquaint the learners with functional aspects of English language in order to improve their communication skills. It is based on the revised syllabus of F.Y.B.A. Communication Skills in English to be implemented from the academic year 2021-22. This book covers the theoretical aspects of English usages in communication. Reading comprehension passages focus on enhancing reading competencies. At the same time, it emphasizes advanced oral and writing skills. It also guides learners in the effective use of the digital medium of communication. To assist learners to acquire mastery over all these skills, ample exercises have been given along with the study material. It will be useful for the learners located in urban and rural areas.

## ABOUT THE AUTHORS

**Mrs. Pranita Kamath** is an Assistant Professor, Department of Business Communication, SKM's J.M. Patel College of Commerce, Goregaon (West), Mumbai.

**Dr. Arundhati Barde** is an Assistant Professor and Head, Department of English, Sonopant Dandekar Arts, V.S. Apte Science and M.H. Mehta Commerce College, Palghar.

[www.himpub.com](http://www.himpub.com)

ISBN: 978-93-5596-205-8



9 789355 962058

ISBN: 978-93-5596-205-8

PCE 0263

₹ 140/-