

English Communication Books

1. Reading Comprehension

Animal Farm by George Orwell	A World of Four Senses by Ved Mehta
Human Environment by Indira Gandhi	Science and Human Life by Bertrand Rusell
The Study of Genes	

2. Writing Skills

Writing Paragraphs : The Development of a Paragraph	Writing Reports
Formal Letters - I	Tables, Charts and Graphs
Formal Letters - II	Clinical Case Study

3. Study Skills

Improving Study Skills	Note-Taking - III : Listening to a Lecture
Note-Taking - I : Some Basic Devices	Writing Summaries - I
Note-Taking - II : Use of Tables and Graphic Organizers	Writing Summaries - II

4. Communication Skills

Communication Skills : Why are They Important?	Telephone Conversation
Formal Conversation : Face-to-Face	Interviews
Informal Conversation : Face-to-Face	Case Presentation

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