

PROFESSIONAL COMMUNICATION SKILLS

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Prescribed for
First Year BSc (Semesters I & II)
Ability Enhancement Course (AEC)

Savitribai Phule Pune University

Professional Communication Skills

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Orient BlackSwan

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PROFESSIONAL COMMUNICATION SKILLS

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Preface

We are pleased to present the First Year BSc Ability Enhancement course book for students of Savitribai Phule Pune University, designed in accordance with the guidelines of the National Education Policy (NEP). The book aims to equip students with essential language skills and communication techniques that are vital for their academic journey as well as future career prospects.

In today's competitive world, the ability to communicate effectively is not just a valuable skill but a necessity. Whether it is expressing ideas clearly, engaging in meaningful conversations, or presenting one's thoughts with confidence, communication plays a pivotal role in personal and professional success. This book is structured to address these needs through various sections that encompass a wide range of language and communication skills. The content is thoughtfully organised into sections that cover fundamental aspects of language proficiency, communication and soft skills, each integral to personal and professional development.

We believe that the skills and knowledge imparted through this book will not only aid students in their academic pursuits but also empower them to navigate the complexities of their future careers with confidence and competence. It is our hope that this textbook will serve as a valuable resource for first-year BSc students embarking on their educational journey.

We wish to express our sincere gratitude to Honourable Vice-Chancellor, Pro-Vice Chancellor and Dean, Faculty of Science and Technology of Savitribai Phule Pune University, for their motivational guidance and encouragement.

We wish to thank the honourable members of the Board of Studies in English, Savitribai Phule Pune University, and the teachers from various colleges under the University, for their continued support and suggestions.

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