

Interviewing Skills

[References]

Subject: Business Economics

Course : B.A., 1st Semester,

Undergraduate

Paper No. : 104

Paper Title : Business

Communication

Unit No. : 4

& Title : Corporate

Communication

Lecture No. : 1 (One)

& Title : Interviewing Skills

Credits

Subject Co-ordinator

Dr. V. Chari

Prof. School of Commerce,

Gujarat University,

Ahmedabad.

Subject Expert

Prof. Nirzari Pandit

Asst. Prof. In English,

Som-lalit Collage of Commerce,

Ahmedabad.

Technical Assistant

Smita Bhatt

Archana Patel

Video Editor

Dhara Shah

Multimedia

Gaurang Sondarva

Camera

Mukesh Soni

Technician

Mukesh Soni

Helper

Ambalal Thakor

Jagdish Jadeja

Graphic Artists

Dilip Dave

Dhara Shah

Production Assistant & Editing Concept

Mukesh Soni

Producer

Dinesh Goswami

REFERENCE

- 1. Business Communication Essentials, Courtland L. Bovee John V. Thill New York BPR Publishers 2007 ISBN: 0-13-199536-7
- 2. Business Communication Today, Bovee, C.L., Thill, J.V. (2009), 10th Edition, McGraw Hill
- 3. Effective Business Communications, Seventh Edition. Herta A. Murphy, Herbert W. Hildebrandt, and Jane P. Thomas. New York: McGraw-Hill, 1997, 617 pages.
- 4. Executive Perceptions of the Top 10 Soft Skills Needed in Today's Workplace Marcel M. Robles, *Business and Professional Communication Quarterly December 2012 vol. 75 no. 4 453-465*
- 5. Professional Communication, KoneruArun, Latest Edition, Tata McGrawHill