



# COMMUNICATION

## AS A SKILL FOR CAREER BUILDING

Dr. Dipak P. Ganmote  
Mr. Bapuso S. Savase

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**Dr. Dipak P. Ganmote**

Assistant Professor,  
Department of General Science,  
SKN Sinhgad College of Engineering,  
Pandharpur, Maharashtra.

**Mr. Bapuso S. Savase**

Assistant Professor,  
Department of General Science,  
SKN Sinhgad College of Engineering,  
Pandharpur, Maharashtra.

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Authored By: **Dr. Dipak P. Ganmote, Mr. Bapuso S. Savase**

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Email: [editor@kdpublications.in](mailto:editor@kdpublications.in)

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## **PREFACE**

**COMMUNICATION AS A SKILL FOR CAREER BUILDING**, the book informs us that possessing successful communication skills is essential for finding happiness and success in both personal and professional domains. They enable us to communicate effectively and understand others, which is the cornerstone of a successful life and career. Listening, Speaking, Reading, and Writing are just a few of the many components that make up communication skills, and they are all essential for efficient communication. Whether we are having casual conversations with friends, participating in class discussions, or going through a job interview, how we come across others is greatly influenced by our ability to communicate effectively. As a result, students who are proficient in communication typically leave a more positive and enduring impression. One cannot undervalue the significance of communication skills for students. It is best to develop these skills early in life.

Strong communication abilities are necessary for professional success. We must be clear about our goals and our plans for achieving them. Having strong communication skills can advance our careers.

Having effective communication skills can help us get selected for an interview and get through the selection process. Proficiency in speech confers a substantial benefit. Good communication skills are essential for discussing issues, getting information, interacting with people, and managing relationships with others—all of which are necessary for performing our job well. They support our ability to communicate effectively and comprehend the needs of people around us.

“Effective Communication Skills” are a common requirement in job descriptions, regardless of the position we are applying for. It underscores the importance of communication in career building. Effective communication is essential for success in all facets of life, as it can lead to new opportunities, improve relationships, increase productivity, hone problem-solving abilities, and promote sound decision-making. Gaining these abilities is essential for both career and personal development.

## **Abbreviations**

Curriculum Vitae (CV)

Emotional Intelligence (EI)

Group Discussion (GD)

Most Important Tasks (MITs)

Power Presentation (PPT)

Project Management Professional (PMP)

Search Engine Optimization (SEO)

Best Alternatives to a Negotiated Agreement (BATNA)

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## ABOUT THE AUTHORS



**Dr. Dipak P. Ganmote** (M.A., PGDTE, M. Phil., SET, NET, Ph.D.) is working as an assistant professor of English and Communication Skills in the Department of General Science, at SKN Sinhgad College of Engineering, Pandharpur. He has one book, two research articles, and ten research papers to his credit. He has presented research papers at national and international conferences. He is a certificate holder for the Cambridge ESOL examination. He has 13 years of teaching experience. His areas of interest are Linguistics, Literature, Translation and Paremiology.



**Mr. Bapuso S. Savase** (M.A., B. Ed., M. Phil., SET) is working as an assistant professor of English and Communication Skills in the Department of General Science, at SKN Sinhgad College of Engineering, Pandharpur. He has seven research papers to his credit. He has presented research papers at national and international conferences. He has 10 years of teaching experience. His areas of interest are Communication, Pragmatics, Literature, and Soft Skills.



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A-503 Poorva Heights, Pashan-Sus Road, Near Sai Chowk,  
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