

ISBN : 978-81-973939-0-7



# COMMUNICATION SKILLS



**ANUSHKA CHOURASIA**  
**DR. MANISH CHOURASIA**  
**MRS. SUNAYANA TIWARI**

# COMUNICATION SKILLS

(As Per 6<sup>th</sup> Deans' Committee Recommendations)

## **Authors**

### **Anushka Chourasia**

B.Sc. Ag. (Hons.) Student  
College of Agriculture, Raipur  
Indira Gandhi Krishi Vishwavidyalaya  
Raipur, Chhattisgarh, India

### **Dr. Manish Chourasia**

Senior Scientist & Head  
Krishi Vigyan Kendra, Gariyaband  
(Indira Gandhi Krishi Vishwavidyalaya, Raipur)  
Chhattisgarh, India

### **Mrs. Sunayana Tiwari**

Academic Director & Principal  
Scholars Home Higher Secondary School  
Dr. Ambedkar Nagar, Indore, Madhya Pradesh, India



Aditi Publication

Publisher :

**Aditi Publication, Raipur, Chhattisgarh, India**

Ph.: +91 9425210308

# **Communication Skills**

Year: **2025**  
Edition - **01**

## **Authors**

**Anushka Chourasia**

Raipur, Chhattisgarh, India

**Dr. Manish Chourasia**

Gariyaband, Chhattisgarh, India

**Mrs. Sunayana Tiwari**

Indore, Madhya Pradesh, India

ISBN : **978-81-973939-0-7**

## **Copyright© All Rights Reserved**

No parts of this publication may be reproduced, stored in a retrieval system or transmitted, in any form or by any means, mechanical, photocopying, recording or otherwise, without prior written permission of original authors.

Price : Rs. **499/-**

Publisher & Printed by:

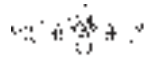
**Aditi Publication,**

Opp. New Panchajanya vidya Mandir, Near Tiranga Chowk,

Kushalpur, Raipur, Chhattisgarh, INDIA

+91 9425210308

**Dedicated  
To  
Pillars of my Strength**





डॉ. रमन सिंह  
Dr. RAMAN SINGH



अध्यक्ष, छत्तीसगढ़ विधानसभा  
SPEAKER, CHHATTISGARH  
LEGISLATIVE ASSEMBLY

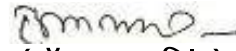
भई संसद, पत्र क्र. .... (अ.सि.स.)  
राजपुर, दिनांक 09/01/2025

## Best Wishes

I am deeply delighted to extend my heartfelt congratulations to **Ms. Anushka Chourasia** on the publication of her book, ***Communication Skills***. This outstanding work stands as a valuable addition to academic resources, thoughtfully designed to help students gain a deeper understanding of essential communication principles. The clarity and structure offered by this book make it an invaluable tool, enriching students' knowledge in a subject that holds significance not only within academic contexts but also in the realms of professional and personal development.

A particularly noteworthy aspect of this accomplishment is the careful alignment of the content with the New Education Policy, reflecting both academic rigor and a commitment to relevance. This approach reveals a profound understanding of contemporary educational needs a remarkable achievement for someone at such an early stage in their academic journey.

It is truly inspiring to witness a young scholar of her caliber dedicating herself to elevating academic standards for the benefit of others. Her commitment embodies intellectual generosity and a genuine sense of purpose in empowering her peers. I extend my best wishes for her future endeavors and have every confidence that she will continue to achieve great things. May this accomplishment be the first of many, heralding a promising career filled with impactful contributions to the field of education

  
(डॉ. रमन सिंह)



## **PREFACE**

Effective communication is the cornerstone of success in any field, and in the realm of agricultural sciences, its importance cannot be overstated. Clear and efficient communication enables professionals to share knowledge, promote innovations, and build networks that facilitate the growth and development of the agricultural sector. As agricultural extension workers, researchers, and educators engage with diverse audiences, the ability to communicate complex ideas in an accessible and impactful manner is essential. This book, therefore, serves as a guide to help students and professionals alike develop the communication skills needed to thrive in this vital field.

Conceived to align with the objectives of the New Education Policy (NEP), this work aims to underscore the crucial role that communication plays in agricultural sciences. It emphasizes communication as both a foundational and advanced tool for professional development. The chapters are meticulously structured to enhance the reader's critical thinking and analytical abilities, offering a blend of theoretical insights and practical applications. Each section is crafted to foster clarity and precision in communication, with formats and frameworks designed to elevate academic writing while also addressing the verbal and written competencies essential for professional success.

Key areas of focus include vocabulary development, functional grammar, report and letter writing, as well as public speaking and interview skills, each curated with an eye toward cultivating comprehensive skills that support both personal and professional growth. The content is intended to serve as a resource not only for those navigating a rigorous academic syllabus but also for those seeking to refine their communicative capacity in a broader, real-world context. Exercises based on competitive exams are included to further enhance the practical application of these skills.



Recognizing the complexity of the subject, this book is presented with the aspiration to simplify and streamline the learning process. Constructive feedback is encouraged, as it will contribute to the ongoing refinement of future editions. May this guide serve as a lasting resource, fostering clarity, confidence, and an enriched understanding of communication within the field of agriculture, while inspiring excellence in both academic and professional pursuits.

**Authors**

# SYLLABUS

## Communication Skills

### Text for Comprehension

1. **War Minus Shooting: The Sporting Spirit (George Orwell)**
  - a. Reading comprehension
  - b. Vocabulary - Synonyms, Antonyms, and often confused words
  - c. Exercises to help the students in the enrichment of vocabulary based TOEFL and GRE and other competitive examinations.
  
2. **A Dilemma: A Layman Looks at Science (Raymond B. Fosdick)**
  - a. Reading comprehension
  - b. Vocabulary - Homonyms and Homophones
  - c. Exercises on Figurative Language & Idiomatic Language (e.g. dust and ashes, doorstep of doom, boundaries of knowledge, apple of one's eye, in a fix, etc).
  
3. **You and Your English - Spoken English and Broken English (G.B. Shaw)**
  - a. Reading comprehension
  - b. Language study, Functional Grammar, Agreement of Verb with subject

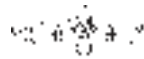
### Grammar

4. **Functional Grammar-2**
  - a. Articles
  - b. Prepositions
  - c. Verb
  - d. Subject-verb Agreement
  - e. Direct and Indirect Narration

## **Text for Communication Skills**

### **5. Writing skills -3**

- a. Letter writing - Mechanics of good letter, Effective Business correspondence, Personal correspondence.
- b. Report writing - Reports of events, meetings, experiments, business, etc.
- c. Paragraph writing.
- d. Precis writing.
- e. Preparation of Curriculum vitae and Job applications.
- f. Interviews: Kinds, Importance and Process.



## CONTENTS

S.N.	Particular	P.N.
<b>Unit -I</b>		
01.	War Minus Shooting: The Sporting Spirit	01
02.	A Dilemma: A Layman Looks at Science	15
03.	You and Your English Spoken English and Broken English	31
<b>Unit -II</b>		
04.	Sentences	42
05.	Sentence Structure: Phrases and Clauses	47
06.	Nouns	54
07.	Pronouns	57
08.	Adjectives	60
09.	Adverbs	63
10.	Articles	66
11.	Active and Passive Voice	69
12.	Tense	72
13.	Prepositions	76
14.	Subject-Verb Agreement	79
15.	Direct and Indirect Narration	82
<b>Unit -III</b>		
16.	Letter and E-mail Writing	86
17.	Report Writing	101
18.	Paragraph Writing	117
19.	Précis Writing	127
20.	Job Applications and Curriculum Vitae	140
21.	Interview	147





**Anushka Chourasia** is a diligent student currently pursuing B.Sc. Agriculture (Hons.) at Indira Gandhi Krishi Vishwavidyalaya, Raipur . She holds the position of Joint Secretary of the Student Union, earned through merit. Her academic accomplishments include securing the 18th female rank in the Chhattisgarh Pre-Agriculture Test and excelling in the Common University Entrance Test. She topped all subjects during her Secondary Education and was a rank holder in her Senior Secondary Education. In addition to academics, she has contributed to student publications and served as the Student Editor for Ankur Magazine. Her leadership skills are reflected in her selection as a National Education Policy Student Ambassador for Academic and Administrative Reform through Holistic Initiative by the Ministry of Education. She is also an active participant in debate competitions, securing positions at institutions such as the International Institute of Information Technology, Raipur, and Hidayatullah National Law University, Raipur, demonstrating her well-rounded abilities.



**Dr. Manish Chourasia** is currently serving as Senior Scientist and Head at Krishi Vigyan Kendra, Gariyaband, under Indira Gandhi Krishi Vishwavidyalaya. He holds a Ph.D. in Entomology from the Forest Research Institute, Dehradun. He has qualified for the Indian Council of Agriculture Research-National Eligibility Test in 2004.

With over 20 years of experience, he has consistently worked to connect with farmers, providing guidance and support to improve agricultural practices.

He has contributed significantly to the field by presenting over 25 technical bulletin and publishing more than 20 research papers and popular articles. In addition to his research contributions, he has conducted numerous training programs and workshops, playing a key role in motivating and educating both students and farmers. His dedication to agricultural development and knowledge dissemination continues to make a meaningful impact in the community.



**Mrs. Sunayana Tiwari** currently serves as the Academic Director and Principal of Scholars Home Higher Secondary School, Mhow, Indore.

She holds a Master's degree in English from Devi Ahilya Bai Vishwavidyalaya, Indore, and a Master's degree in Education from Mahatma Gandhi University, Uttar Pradesh. She also completed her Bachelor's in Education from Prayagraj and her Bachelor's in Science from Osmania University, Telangana.

With 33 years of experience in the education field, Ms. Tiwari has worked as an Academic Director and Principal for the past five years.

She has been recognized with the Best Principal Award by Vidhyarthi Vikas Manch Samiti, Ujjain, for her contributions to education.

Her extensive experience and commitment to education have significantly influenced the academic journeys of many students.



### Aditi Publication

Opp. New Panchjanya Vidya Mandir, Near Tiranga Chowk,  
Kushalpur, Dist.- Raipur-492001, Chhattisgarh  
shodhsamagam1@gmail.com, +91 94252 10308



₹ 499