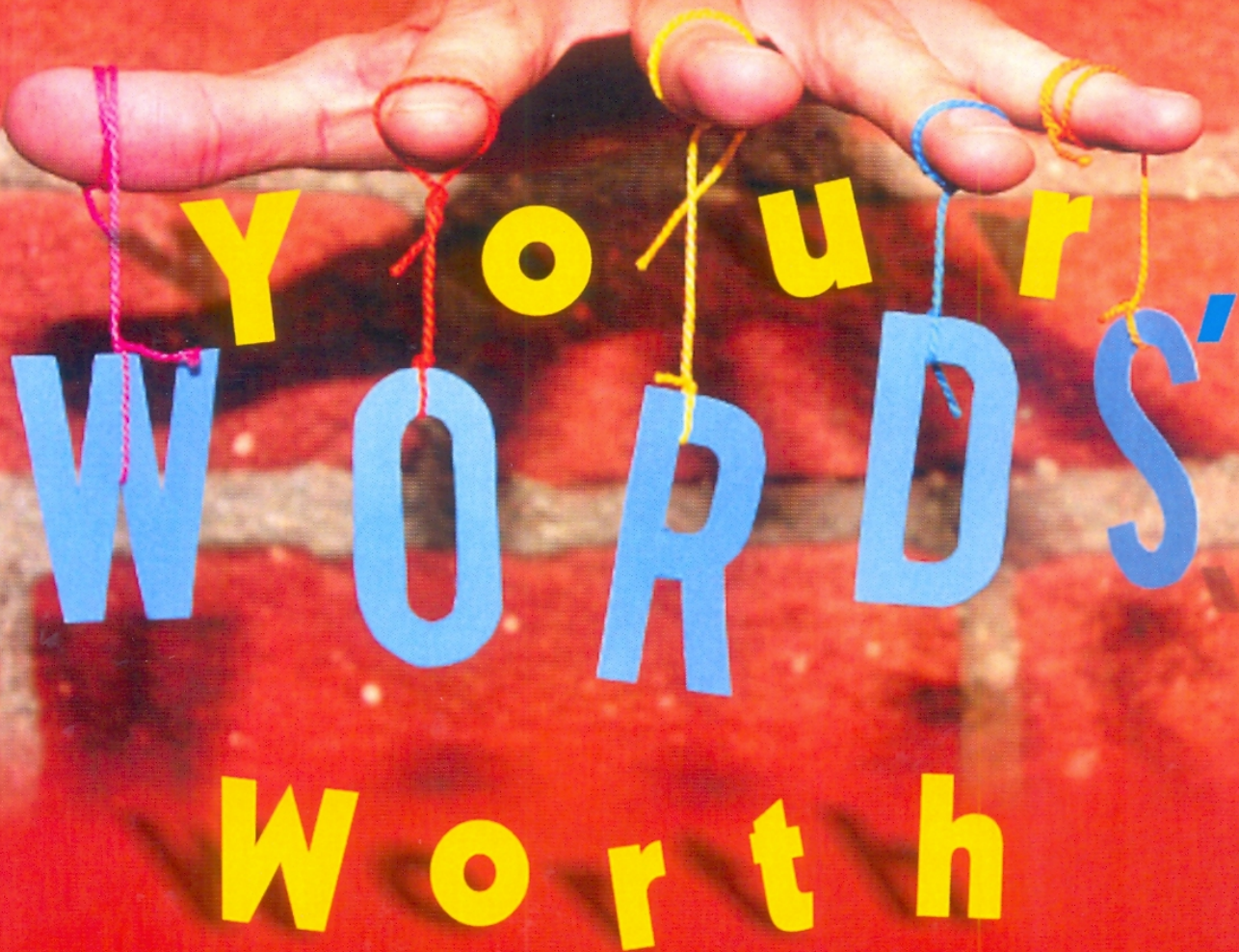


Knowing



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A Practical Guide To Communicating
Effectively in English



Ms. Preeti Shirodkar

Knowing Your Words' Worth:

^ Practical Guide to Communicating Effectively in English

Ms. Preeti Shiroadkar



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About the Book

No one can really question that English has been gaining increasing importance in the global context and is here to stay. Moreover, despite its fairly widespread prevalence in India, many mistakes still occur in its usage and most often people find it difficult to communicate in a formal manner, it being at a basic level a non native language for most users here.

Against this backdrop, *Knowing Your Words' Worth: A Practical Guide To Communicating Effectively in English* attempts in a simple step by step style, infused at times with illustrations, to demonstrate how to use the language effectively.

It is an attempt to provide an easy, compact and yet comprehensive access to the latest expectations, as regards formats and content used in English, since language is dynamic and constantly evolves.

By covering varied aspects – common errors in using English, reading, listening, comprehending and writing, it seeks to serve as a quick reference guide for students, professionals et al, in fact for anyone interested in communicating effectively in English.

The hope is to simplify and enhance communication, through an easy to use and well organised manual, that swerves away from theory to essentially focus on practice.

About the Author



Ms. Preeti Shirodkar, with almost two decades of experience in teaching English Language and Literature, occupies herself with creative and critical writing, editing and presenting papers at various forums, nationally and internationally. She has taught at various levels and shouldered diverse responsibilities in her career. Currently she is pursuing her doctorate from the University of Mumbai and is serving as an Assistant Professor, Language Studies at the Mumbai Educational Trust. She is a recipient of the Indira Gandhi Women Achievers Award.

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