

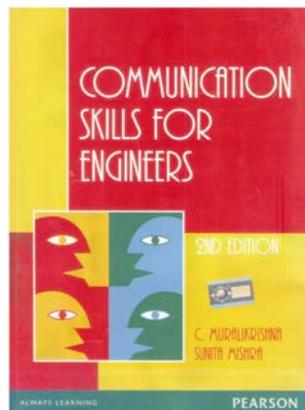
BOOK REVIEWS

In its chapter-wise structure and explanations, this book will be useful for someone working on a Master's or a doctoral dissertation. It provides a good overview of the research process, examining research design side by side within the process. In trying to keep things simple, however, it avoids the complexity inherent in the choice of a research proposal, like correct identification of the magnitude of the problem, proper and prior exposure to the data and their sources, and the strong influence of the decision frames of a decision-maker on the entire research. They not only influence the research design, but also impact on the research validity and reliability, and hence, deserve a discussion. This limits the book.

There is substantial bibliography and the index is comprehensive. Moreover, the author provides an additional readings list after each chapter with a short note on each of the additional references. This book can be a good guide for human and social science research students, towards a well-formed thesis.

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Communication Skills for Engineers. Sunita Mishra and C. Muralikrishna. Dorling Kindersley (India) Pvt Ltd, 7th Floor, Knowledge Boulevard, A-8 (A), Sector 62, Noida 201 309. 2011. 2nd edn. viii + 276 pp. Price not mentioned.

Many of us face difficulties in communicating with others. The book under review addresses this problem in the case of engineers and other professionals. The authors feel that 'it is primarily an attitude, a willingness to communicate, share one's ideas and information that makes one a good communicator'. They discuss the skill sets and attitudinal factors required for effective communication in different situations.

The present book is the second edition and includes new topics such as writing résumés and e-mails, conducting interviews and basic English grammar. The introductory chapter gives an overview of the part played by information technology in communication and various aspects in communication such as creativity, empathetic listening and body language. The core of the book is divided

into two parts, one on 'grammar matters' (one chapter) and the other on 'communication matters' (11 chapters). All the twelve chapters start with section objectives, and almost all of them end with a summary and review questions. A new concept is usually followed by numerous examples for clarification, and activities to help readers apply the preceding theory. Humorous excerpts and quotes are included to explain inaccurate or ineffective communication and facts. The appendices deal with vocabulary expansion, common errors in English communication, practice exercises and model question papers.

Some of the concepts that the authors discuss are: (a) developing a good reading speed; (b) importance of voice, pitch, modulation and pauses, especially during a telephonic conversation; (c) do's and don'ts during group discussions, meetings and interviews; (d) use of visual aids in presentations; (e) mind mapping – a graphic technique useful in representing ideas and enhancing creativity; (f) role of imagination, pictures, colours and images as learning tools, and (g) use of decision trees and flow charts in the technical description of processes. They also give minute guidelines such as instructing the résumé writer to include his 'personal' and not 'work' email address.

The text deserves careful editing to remove grammatical errors and better proof-reading to check for typographical mistakes. Answers could be provided, where necessary, for activities and practice exercises.

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