

Subject: Business Communication

FYBAF - Semester I

ASSIGNMENT

TOPICS

1. Self- Introduction (Write about yourself)
2. Parts of Letter & its Layouts
3. Application Letter to the Principal
4. Job Application Letter with Bio-data (Full Block, Semi Block, Modified Block Format)
5. Letter of Appointment (Full Block, Semi Block, Modified Block Format)
6. Letter of Appreciation (Full Block, Semi Block, Modified Block Format)
7. Letter of Resignation (Full Block, Semi Block, Modified Block Format)
8. Job Application letter via e-mail
9. Process of Communication- 3 Case Studies
- 10.Channels of Communication- 3 Case Studies
