



**Prahladrai Dalmia Lions College of Commerce & Economics**  
**(Government Aided & Affiliated to University of Mumbai & AICTE, New Delhi)**  
**NAAC Re-accredited with 'A' Grade (III Cycle) ISO 21001:2018 Certified**  
**University of Mumbai Recognised Research Centre in Accountancy, Commerce & Business Economics**  
**A Government Approved Hindi Linguistic Minority Institute**  
**52 Years of Sterling Performance in Education**

## NOTICE

Date: 03/09/2025

This is to inform all FYBBI students that the internal assessment (20 marks) for the course Business Communication will be evaluated on the following criteria:

**1. Letter Writing and CV Writing: (5 Marks each) = 10 marks**

Types of Letter options (any one):

- A. Job Application
- B. Job Acceptance
- C. Resignation Letter
- D. Job Offer Letter

Note: Letter can be of any format- Block, Modified Block or Semi Block.

**2. Newspaper Article Analysis: 10 marks**

**Reading and explaining the article of your choice (on the date given below):. Newspaper will be provided by the course teacher.**

**Submission for FYBBI - A on: 11th September, 25 Thursday**

**Time: During Lecture hours.**

**Submission for FYBBI - B on: 12th September, 25 Friday**

**Time: During Lecture hours**

Note -

- 1. Students have to be present in person for the submission.
  - 2. Submission of projects or assignments to be done on proper A4 size ruled paper ONLY.
- The Front page should contain details -

- 1. Name of the student,
- 2. Roll no.
- 3. Class and Division
- 4. Semester
- 5. Subject
- 6. Date.

3. A google link will be provided to the students on the day to upload their Certificate (will be provided on day) Front page, CV and Letter.

4. If the student fails to present himself on the given date and time he will be marked ABSENT for the said subject.

5. Any Submissions after the above mentioned date and time will not be accepted and entertained under any circumstances.

Ms. Subhashini Naikar  
Vice Principal (SFC)

Prof. (Dr.) D.N Ganjewar  
Principal