



**Prahladrai Dalmia Lions College of Commerce & Economics**  
**Sunder Nagar, Malad (West), Mumbai, 400 064**  
**A Project of Lions Club of Malad – Borivali**  
**NAAC Re-Accredited with ‘A’ Grade III Cycle**  
**(Govt. Approved Hindi Linguistic Minority Institution AICTE Approved)**  
**ISO 21001:2018 Certified**

## **NOTICE**

**Date: 03/01/ 2025**

### **Bachelor of Management Studies (BMS)**

#### **Project Presentation for Business Communication Skills- I**

First Year regular students of **FYBMS** are hereby informed that the Class Internal Assessment January, 2025 **Project Presentation** for “**Business Communication Skills- I**” **Semester– I**, is scheduled on Friday, 24<sup>th</sup> January, 2025 at 1:10 pm in T11 Classroom.

#### **Guidelines for presentation**

**1. Outline of Presentation :**

- 1<sup>st</sup> Page: Title page (College Name, Details of the group including Name, Roll No, Topic Name)
- 2<sup>nd</sup> Page: Introduction to the Topic
- 3<sup>rd</sup> Page: Body of the topic
- 4<sup>th</sup> Page: Conclusion

**2. Duration: 15 minutes per group**

**3. No of students : 1 student (Individual Submission & Presentation)**

**4. No of slides : Minimum 5 to 8 slides**

**5. Students have to be present in person for the submission.**

**6. Submission of project to be done in Printed form of PPT.**

**7. If a student submits only hard copy and fails to appear for presentation, then they will be marked absent in Business Communication Skills- I Project.**

**8. After presentation, scan the Signed hard copy and convert the document in PDF form.**

**9. Name of the PDF should be your Program, Division and Roll no.**

Example – ‘FYBMS–A- 1001’.

10. Submission of assignment should be done through Google Form only. The Google form link will be shared in the Google classroom on the day of Presentation.

### FYBMS STUDENTS PROJECT TOPIC LIST

ROLL NO	TOPIC NAME
1001-1005	Introduction, Meaning, Define, Objective of Communication, Type of communication.
1006-1010	Process of communication ,Principle of Effective communication
1011-1015	Barrier to Effective communication ,Overcoming barriers
1016-1020	Methods of Communication
1021-1025	Verbal and Non-verbal Communication ( with case studies)
1026-1030	Introduction, Meaning, Definition, Objective of communication.
1031-1035	Need of Communication , Feedback, channels of Communication
1036-1040	Impact of Digital Technology on Communication, Internet Communication
1040-1044	Social Media : Facebook, Twitter , Instagram and WhatsApp



Ms. Sailee S  
Co-ordinator



CA. Durgesh K  
Exam Convenor



Ms. Subhashini Naikar  
Vice Principal SFC



Prof. Dr. D.N. Ganjewar  
Principal

DI/N-STD/GEN/00