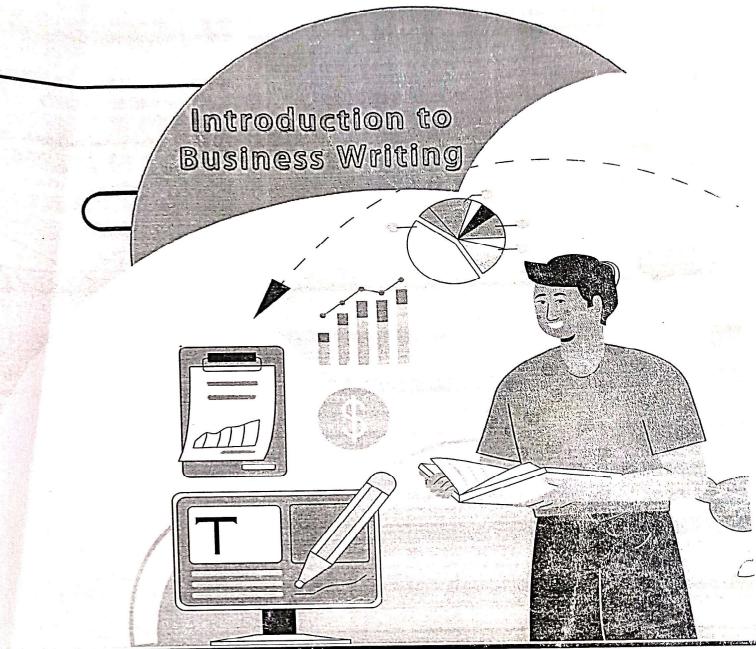
## HINDU COLLEGE, AMRITSAR

Department of English



Signature <u>kalid</u>

ADD

Rakesi Josh 2024.02.29 2:59 9-M

#### NOTICE

ALL THE STUDENTS ARE HEREBY INFORMED THAT A SPECIAL ADD-ON COURSE IN INTRODUCTION TO BUSINESS WRITING IS GOING TO BE STARTED BY THE ENGLISH DEPARTMENT FROM FEBRUARY ON WARDS IN WHICH STUDENTS WILL LEARN BASIC ENGLISH GRAMMAR AND BUSINESS WRITING LIKE RESUMES, NOTICES, APPLICATIONS ETC. THE DURATION OF THE COURSE WILL BE OF 30 HOURS. STUDENTS WHO WISH TO ENROL IN THE SAME ARE REQUIRED TO GET THEMSELVES REGISTERED FOR THE COURSE IN THE ENGLISH DEPARTMENT.

(MRS RITŬ JAITLY)

Head, English Department

Signature valid

### Syllabus

# Introduction to Business Writing

(Add on Course)

\$65 11 SEC.

- 1. Introduction to Communication Skills
- 2. 7 Cs of Communication
- 3. Formal and Informal Communication
- 4. Types of Formal/Business Communication
- 5. Notices, Memos, Agenda, Minutes
- 6. Business Letters
- 7. Applications and Resume Writing

Guyng snigh

Signature xalid

List of Students (Add on Course in Intro to Business Writing - 2021-22)

	Name of Student
Roll No	
6541	Khushi
0341	Astronopt
6564	Antarpreet
0304	Ananya
6550	Allaliya
CEE1	Muskan
6551	4 1-11
6536	Anjali
0550	Shruti
6535	Siliuti
0933	Pranjal
6502	r ranja.
	Balraj
6527	Dunuj
	Raghav
6526	Nugriu
	Ajay
6553	
	Gautam
7207	
	Tarun
7205	

Signature xalid

							H	TN	D	U	C	O)	LI	F	0		/	M	$\mathbb{R}$	IT	S	/E	9			ı,		_						7,1
				4								0		_	Q E	,	P	1142			,		AN .	100	<u> </u>	7	0	, B	us	ine	35	W	sul'a	वुड.
	Register of Daily Attendance of Ad On Course										1	AMRITSAR poloro to Business Weilings  Class for the month of KiNG. am & Comm. Still 20										0												
	Register of Daily 7.5	_	_	_	-	$\overline{}$	T	TT	T	T		T	T	abla			/		$\bigcap$								1			П	T	_	=	
-											1	1/4		15	-							1				1	1	1			5	Attendances for the month	No. of Attendances brought forward	Total of Attendances
ė,	Name of Scholar									A 3	, ,					Ĭ,	4		201	3/3	3%	447	4 1/2	k F/L	714	37,	121	131 1	7 H	3/4	2	arthe	No.	Tota
Rall No.	Name of Go	DY,	93/	24/2	3/,	4/1	1/3	3/3	な	93 3	3	6	- 1	73 14	3 17/3	إرن	193	28/2	1/3	13	0	P		0	$\overline{}$				0 1	1 1		Amila Jan	- 5	
		P	0	0	0		P	$\rho$	P	ρ	•	-	-		PP	P		p-6	1	0	0	P	-1	-	p	1	o i	10	d	00		Interpr	-	
654		0	0	0	P	PI	ρ	P	P	-		P	_	-	-	6	-	P	1	0	0	P	P	A	0	PF	1	P	P	AO	1	Aman		
64	Antarpreet	0	0	P	P	PO	) A	P	P	-	A	P	-	-	-	100	1 -	P	0 6	P	P	P	P	Q	P	P	P	8 6	P	PP	1 1	musko	9	1
<u>50</u>	Anonyo	P	0	P	P	0	PI	P	P		P	A	-	P	PP	P	.   -	P	00	P	P	P	P	0	P		٠,	00	P	AP	1	Anyal	_	$\perp$
	mukan	P	0	P	Q	P	91	_	9	P	P	P	P	-	8 8	0	.   -	2	1	PA		91	P	P	_	-	-	P	P	0 6	_	Short		-
36	Anpli	p	0	8	P	_	0 1	_	P	1	_	0	0	0	PP	1	-   -	1	P	PF	P	+	1	0		_	•	P	0	1. 1	2	Ball		+
35	Shrudi	P	0	P	0	P	-	PP	P	P	P	0	P		PP	<del>-</del> -	-	1	PF				P	P	-	-	P	0 A	2 0	1	0	Rag		$\neg$
02	psianjal	P	A	P	P		PP	-		P	P	P	P	ρ	PP	P	-	0	P	0	0 1	1	PP	+	P	1	0	-	_	00	0		oj	
27	Bahay	P	0	P	0	-	P	+-	P	-		P	P	P	Pi	PA	5	A	P	1	2	P	P	8 6		P	-	-	-	PP	P		13	
53	Raghan	P	P	ρ	P	P		P	P	P	P	P	P	P	P	n P	5	1	-	-+	P	ート	0 1	-	- 0		+-	1-1	P	PP	0	Ya	runfoo	
	AJ dy	P	P	P	P	P	) 1	_	P	P	P	+	P	P	P	PF	2	P	P	P	P	-	+	+	+	+	+	1					_	
7207	Gautom	P	P	₽	P	P	PI	P	1	1	<u> </u>	ŕ	_				_			_	+	+	+	+	$\dagger$	+	+	1				11	-+	
7204	Tasun						_	+	╁	+	-	+	$\vdash$								$\dashv$	-	+	+	+		1			1	1	11		
							4	+	+	+-	-	十										_	-	1	1	1				1	4	11		
							-	+	+-	+	$\vdash$	+	1				-	_	1	-	-	-		1	1			. ,	-	1	+	+-	-	1
			Γ				_	+	╁	+	$\vdash$	+	T				_		1	-	-	-	-		1				1	11	+	+	-	+
							$\dashv$	_	+	+	$\dagger$	十	T					1	1	-	-	+	-					- 1	1	4	-+	+	+	$\top$
		$\vdash$					+	+	+	+	十	+	1	T				The second	-	1	+	+	-	-					1	1	H	+	-	1
F 2		1						+	+	+	+	$\dagger$	+	T				Canada	-	-	+	+	+	+	1				1	1	+	1+	+	1
	1 24		-	-		1 1	1	Ī	-1		1	۱_	-	+-	+-	i	-	1	1	١	-1		1	1_	4	-	1		1	1	1	· A		

Signature valid
Digitally signed by Dr
Rakesh Joshi
2024.02.29 32:59
+05:30

## Introduction to Basic Business Writing

#### (Add on Course)

#### Questionnaire

Time: 2 Hrs

Max Marks: 50

Attempt any 5 of the given 8 questions. All questions carry equal marks.

- 1. What are the Barriers to Communication?
- 2. Write in detail about the types of Communication?
- 3. What are the 7Cs of Communication?
- 4. Bring out the differences between Formal and Informal Communication.
- 5. Draft the notice, agenda and minutes for the Annual General Meeting of a company
- 6. Draft a Memo Bringing out the common grievance against a new employee and What you wish the management to do it.
- 7. Draft a job Application and Resume for the post of Software Engineer
- 8. Draft a job Application and Resume for the post of English Teacher in a college.

Gurd p dight

Signature xalid

#### NOTICE

ALL THE STUDENTS ARE HEREBY INFORMED THAT A SPECIAL ADD-ON COURSE IN INTRODUCTION TO BUSINESS WRITING IS GOING TO BE STARTED BY THE ENGLISH DEPARTMENT FROM THE 1ST OF FEBRUARY WHICH STUDENTS WILL LEARN BASIC ON WARDS IN RESUMES, NOTICES, LIKE WRITING **BUSINESS** GRAMMAR AND APPLICATIONS ETC. THE DURATION OF THE COURSE WILL BE OF 30 HOURS. STUDENTS WHO WISH TO ENROL IN THE SAME ARE REQUIRED TO GET THEMSELVES REGISTERED FOR THE COURSE IN THE ENGLISH DFPARTMENT.

(MRS RITH JAITLY)

Head, English Department

Signature valid

#### **List of Students**

#### (Add on Course)

### **Introduction to Business Writing Classes**

The following students have been enrolled in add on course in Intro To Business Writing Classes:

Roll No	Name Of Student
7908	<b>T</b> anvi
5851	Shivam
2880	Jatin
7455	Jasmeet
4551	Shubham
7909	Amitya
7460	Komal
7456	Manbir
4730	Prabh
2802	Ranjeet
3001	Harshita

gupp sign

Signature xalid

HINDU COLLI Register of Daily Attendance of <u>Intro a Busine</u>	EGE,	AMRITSAR.
Name of Scholar		The property of the property o

Signature valid
Digitally signed by Dr
Rakesh Joshi
2024.02.29 32:59
+05:30

HINDU COLLEGE,  Register of Daily Attendance of Intro to Business writing    Name of Scholar	AMRITSAR.  class for the month of March.  Plant dark  Plant dark	Attendances  Attendances  Attendances  Attendances  Attendances  Attendances  Attendances
10. Ranject 2802 PPPPPPPPPPPPPPPPPPPPPPPPPPPPPPPPPP	PPHESSITA	

Signature valid
Digitally signed by Dr
Rakesh Joshi
2024.02.29 32:59
+05:30