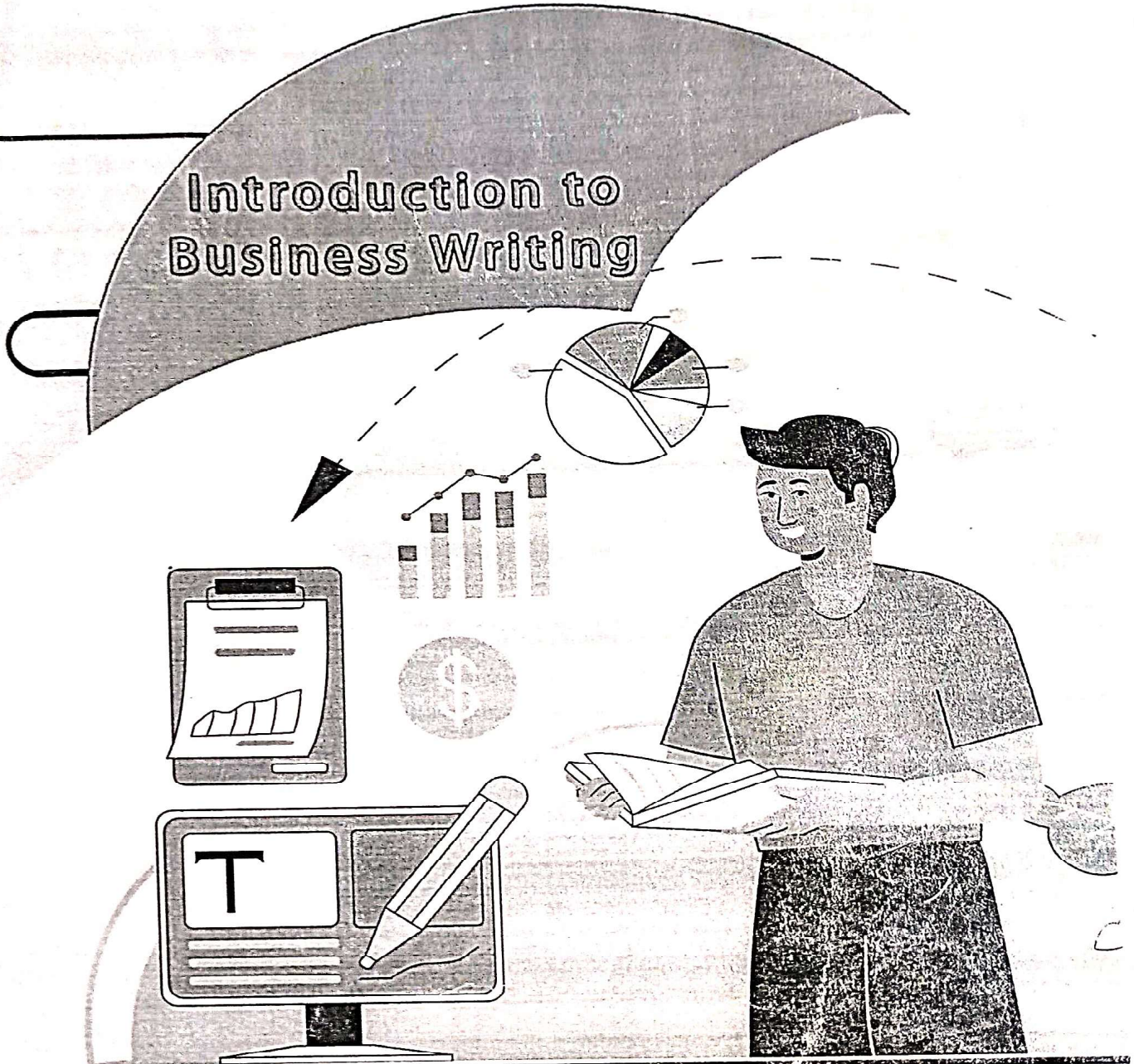


# HINDU COLLEGE, AMRITSAR

Department of English

Introduction to  
Business Writing



Signature valid

**ADD on Course**

Digitally signed by  
Rakesh Joshi  
2024.02.29 02:59  
+05:30

NOTICE

12/02/2022

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 RITU JAITLEY)

Head, English Department

Signature valid

Digitally signed by Dr  
Rakesh Joshi  
2024.02.29 02:59  
+05:30

**Syllabus**  
**Introduction to Business Writing**  
**(Add on Course)**

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

*Gurdeep Singh*

**Signature valid**

Digitally signed by Dr  
Rakesh Joshi  
2024.02.29 02:59  
+05:30

## List of Students

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

Roll No	Name of Student
6541	Khushi
6564	Antarpreet
6550	Ananya
6551	Muskan
6536	Anjali
6535	Shruti
6502	Pranjal
6527	Balraj
6526	Raghav
6553	Ajay
7207	Gautam
7205	Tarun

*Gurdeep Singh*

Signature valid

Digitally signed by Dr  
Rakesh Joshi  
2024.02.29 02:59  
+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.

*Handwritten signature*

Signature valid

Digitally signed by Dr  
Rakesh Joshi  
2024.02.29 02:59  
+05:30

NOTICE

28/01/2023

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 1<sup>ST</sup> OF 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 RITU JAITLEY)

Head, English Department

Signature valid

Digitally signed by Dr  
Rakesh Joshi  
2024.02.29 02:59  
+05:30



## 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	Tanvi
5851	Shivam
2880	Jatin
7455	Jasmeet
4551	Shubham
7909	Amitya
7460	Komal
7456	Manbir
4730	Prabh
2802	Ranjeet
3001	Harshita

*gaurav dikh*

Signature valid

Digitally signed by Dr  
Rakesh Joshi  
2024.02.29 02:59  
+05:30



# HINDU COLLEGE,

Register of Daily Attendance of Intro to Business Writing

Roll No.	Name of Scholar	Date																		
		01/02/23	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19
1	Parni 7908	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
2	Shivam 5851	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
3	Jatin 2888	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
4	Jasmeet 7455	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
5	Shubham 4851	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
6	Anitya 7909	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
7	Komal 7466	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
8	Manshi 7456	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
9	Prabh 4730	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
10	Kanjeet 2802	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
11	Harsita 3081	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P

# AMRITSAR.

Class for the month of Feb - March 2023

Roll No.	Name of Scholar	Date																			No. of Attendances for the month	No. of Attendances brought forward	Total of Attendances	Remarks
		01/02/23	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19				
	Taraji Ahire	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	19	0	19	
	Shivam	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	19	0	19	
	Jatin	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	19	0	19	
	Jasmeet	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	19	0	19	
	Shubham	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	19	0	19	
	Anitya	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	19	0	19	
	Komal	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	19	0	19	
	Manshi	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	19	0	19	
	Prabh	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	19	0	19	
	Kanjeet	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	19	0	19	
	Harsita	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	19	0	19	

Signature valid

Digitally signed by Dr Rakesh Joshi  
2024.02.29 02:59  
+05:30

