

B.M.S --- SEMESTER – 1

NAME OF SUBJECT 2: Business Communications

NAME OF FACULTY: Shridevi Shetty

DATE OF ASSIGNMENT GIVEN: 28th November

DATE OF SUBMISSION: 4th December

ASSIGNMENT TOPIC:

(COMMON OR INDIVIDUAL TOPIC AS PER ROLL NO WISE DECIDED BY SUBJECT TEACHER)

Individual topic: Refer to MS Teams Assignments

- Submission of their CV
- Letter of application for a job in the company of their choice
- Statement of Purpose for a MBA college
- Paragraph writing for a topic of their choice
- Letter of resignation from a company
- Letter of promotion for a subordinate

Viva will be conducted on their submissions.

INSTRUCTIONS FOR THE ASSIGNMENT/PROJECT IN SUBJECT 1:

Reference: Text book and ppts shared

INSTRUCTIONS FOR THE PRESENTATION/VIVA IN SUBJECT 1:

- ***IT SHOULD BE INDIVIDUAL.***
- ***TIME FOR INDIVIDUAL VIVA/PRESENTATION BETWEEN 3 TO 5 MIN.***
- ***IT SHOULD BE COMPLETED MAX WITHIN 5 LECs. (300 MIN/60 STUD)***
- ***IT SHOULD BE STRICTLY AS PER FOLLOWING SCHEDULE.***
- ***CHANGE IN SCHEDULE OF PRESENTATION/VIVA ALLOWED AT THE PRIOR PERMISSION OF COORDINATOR/ EXAM COMMITTEE.***

ROLL NO	DATE & DAY	DURING TIME OF LEC	EXTRA TIME/REMARK IF ANY
1 - 35	5th Dec	11 am-12:30 pm	
36 - 70	12th Dec	11 am-12:30 pm	
71 – 110	5th Dec	1 pm- 2:30 pm	
111 - 146	12th Dec	1 pm-2:30 pm	

Signature: Faculty

Signature: Coordinator