

Assignment:

1. Communication Skill:

Ques No 1: → What are memos?

Ques No 2 → What are circulars?

Ques No 3 → You are Arun, Kumar, the manager Sharma Light Cores. Before few days write a letter to place your complaint regarding fans not working?

Ques No 4: → Write a letter to incharge of text books section of NCERT, New Delhi complaining about non-availability of text books even one month after beginning of new session?

Ques No 5: → Write a memo for extension period of Mr Ram Kumar

Anupama
Diploma