

Report on Workshop on the Development of Business Communication Skills Held on 06.02.2021

Date of Event	06.02.2021
Name and Type of Event	A Workshop on the development of Business Communication Skills
Conducted by	Ms.Kritika Singh
No. Of Participant	43

.A Webinar on the Topic “A Workshop on the development of Business Communication Skills”-Student Email Etiquettes” was conducted as a part of the monthly Learn edge Saturday Activity for the Students of Semester IV of the B.Com Department. The Webinar was held on 6th of February via Google Meet. This session was conducted by Ms.Kritika Singh & Co-ordinated by Miss Rama Singh. The session was taken to help the students streamline their communication as well as guide them to make their content clear and concise.

Since emails form the elementary stage of contact between Students and Professors as well as employers and employees, the entire session was divided into two parts. The first part tutoring them with essential tips to write a formal mail to professors and authorities at the University and the second part training them to write professional emails to their prospective employers.

It was an interactive session and the students actively participated and absorbed valuable inputs from the session also sharing a positive feedback post the session.

SCHOOL OF COMMERCE AND MANAGEMENT
LEARNEDGE SATURDAY

A workshop on development of
BUSINESS COMMUNICATION
skill

JGI
ARKA JAIN
University
Jharkhand (Jamshedpur)

**DATE: 3 6th February, 2021 E : GOOGLE
MEET : 12:00 NOON ONWARDS FOR
:SEM: IV B.COM H**

FACULTY INCHARGE: MS.KRITIKA SINGH ,MS. PRIYA RAMAN AND MS.RAMA SINGH

