

**Shivratna Institute of Management Studies,
Shankarnagar-Akluj**

**Seminar on
EFFECTIVE
COMMUNICATION**

**Date: 02/01/2023
Time: 11.00 A.M**

**:Speaker:
Dr.S.V.Shinde
(Prof.S.M.College,Akluj)**

Venue: Shivratna Knowledge City, Seminar Hall





SHIVRATNA INSTITUTE OF MANAGEMENT STUDIES, SHANKARNAGAR, AKLUJ

Tal. Malshiras Dist. Solapur (M.S.) 413 118

(Affiliated to Panyashlok Ahilyadevi Holkar Solapur University, Solapur)

Phone : (02185) 222509, Mob.: 9822124191, 9011311406, 9975120093

Email : rmpakluj@gmail.com Website : www.simsakluj.org

- मान्यता - 1. एनजीसी/२००९/(१८९/०१)/मशि-४ दि. १४ जुलै २००९
- 2. जा.क्र.शिससं/उशि/कोवि/५०६३ दि. २७ जुलै २००९
- 3. SOL/BCUD/AFFI/910/3289 Date - 01 Sept. 2009

Report:

“Effective Communication”

Date: January 2nd 2023

Introduction:

Shivratna Institute of Management Studies, Shankarnagar-Akluj organized a Guest Lecture focused on the theme of “Effective Communication”. The event aimed to address the significance of effective communication in various aspects of life and to provide attendees with insights and strategies to enhance their language and communication abilities.

Objectives:

Raise Awareness: To emphasize the importance of Enhancing Language and Communication Skills in personal, academic, and professional contexts.

Skill Enhancement: To equip participants with practical techniques to improve their language proficiency and communication effectiveness.

Interactive Learning: To create a platform for interactive discussions, sharing experiences, and networking among participants.

Sessions and Highlights:

The Guest Lecture featured a series of engaging sessions by expert speakers, interactive workshops, and panel discussions. Some of the notable sessions included:

Keynote Address: Prof. Bharat Sathe delivered the keynote address, highlighting the role of language in shaping our thoughts and perceptions. She emphasized the connection between language and effective communication.


Co-ordinator, IQAC

Shivratna Institute of Management
Studies, Shankarnagar-Akluj


Principal

Shivratna Institute of Management
Studies, Shankarnagar-Akluj





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- 3.SOL/BCUD/AFFI/910/3289 Date - 01 Sept. 2009

Ref. No.: SIMS | 118-A | 2022-23

Date: 28/12/2022

To,
Dr.S.V.Shinde
Professor,
Shankarrao Mohite Mahavidyalaya Malewadi,
Akluj.

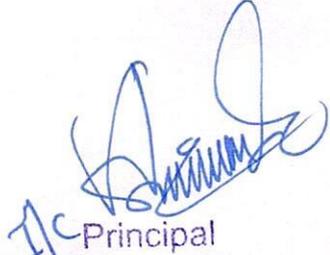
Subject: **Invitation** as a Resource Person

Respected Sir,

We are pleased to invite you as a resource person for the Guest Lecture on
“**Effective Communication**” on Monday, Januarys2, 2023, at 11:00 a.m. Our students will
definitely benefit from your guidance. Please grace the occasion at the said time.

Thanking you.




Principal
Shivratna Institute of Management
Studies, Shankarnagar-Akluj



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- 3. SOL/BCUD/AFFI/910/3289 Date - 01 Sept. 2009

Ref. No.:

Date: 30/12/2022

NOTICE

All BBA students are hereby informed that college will organize a Guest Lecture on "Effective Communication" on Monday, January 2, 2023, at 11:00 a.m Attendance is mandatory for all.

Sr.No	Class Name	Teacher Sign
1	BBA I	
2	BBA II	
3	BBA III	



Co-ordinator, IQAC
Shivratna Institute of Management
Studies, Shankarnagar-Akluj

Principal
Shivratna Institute of Management
Studies, Shankarnagar-Akluj

Date.02/01/2023

ACTIVITY PHOTO

Dr.S.V Shinde Delivered Speech on Effective Communication





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Ref. No.: SIMS/126-A/ 2022-23

Date: 06/01/2023

Thanking Letter

To,
Dr.S.V.Shinde
Professor,
Shankarrao Mohite Mahavidyalaya Malewadi,
Akluj.

Respected Sir,

This is our pleasure to thank you for working as a resource person for the program on “**Effective Communication**” organised by IQAC Cell Shivratna Institute of Management Studies,Shankarnagar-Akluj, on Monday, January2, 2023. On this occasion, you are guiding the students on the concerned topic. We are very thankful to you for sharing your thoughts with participants.

We hope to maintain healthy relationships with you and invite you on various occasions to our college in the near future.

Thanking you.




Principal
Shivratna Institute of Management
Studies, Shankarnagar-Akluj



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Feedback Form

Name of Activity: Effective Communication Date: 09/01/2023

Name of Participant: Sunay Shiraj Sherkar

Note: Put Mark in front of appropriate Option

Sr.No	Particular	Excellent	Very Good	Good	Fair
1	Quality of Program	✓			
2	Knowledge of Resource Person	✓			
3	Content of Program	✓			
4	Overall Impression of program	✓			

Any other suggestion if you want give:

No

S.S.S.
Name and signature

(S.S. Sherkar.)





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Feedback Form

Name of Activity:

Effective Communication

Date: 02/01/2023

Name of Participant:

Om Santosh Salunkhe

Note: Put Mark in front of appropriate Option

Sr.No	Particular	Excellent	Very Good	Good	Fair
1	Quality of Program	✓			
2	Knowledge of Resource Person		✓		
3	Content of Program			✓	
4	Overall Impression of program		✓		

Any other suggestion if you want give:

No

Om Salunkhe
Name and signature

(Salunkhe Om)



Program - Seminar on Effective Communication

Sr.No	Name of student	Sign.
1	Juraj Shivaji Jherkar	<u>Juraj</u>
2	Roham Dattatraya Pawar	<u>Roham</u>
3	Akhil Anil Jaghar	<u>Akhil</u>
4	Shambhuraraj Sachin Deshmukh	<u>Shambhuraraj</u>
5	Prathmesh Vitthal Kasid	<u>Prathmesh Kasid</u>
6	Pratik Sanjay Kade	<u>Pratik Kade</u>
7	Nargeet Singh Subversingh Pothiwale	<u>Nargeet Singh</u>
8	Vinayak Namdev Shitole	<u>V. N. Shitole</u>
9	Keshav Kailas Kumbhar	<u>K. K. Kumbhar</u>
10	Sudam Balkrushna Naikude	<u>S. B. Naikude</u>
11	Shriyash Chandrashekhar Dupade	<u>SD Dupade</u>
12	Sanjay Vajinath Bhosale	<u>Sanjay</u>
13	Bhumika Nitin Bhongale	<u>Bhumika</u>
14	Aditi Praveen Pore	<u>Aditi Pore</u>
15	Neeti Kishor Patel	<u>Neeti</u>
16	Anuja Bapu Kumbhar	<u>Anuja</u>
17	Aanya Santaji Saw Mane Deshmukh	<u>Aanya M. D.</u>
18	Amruta Ramesh Jadau.	<u>Amruta</u>
19	Neha Suresh Sawt	<u>Neha</u>
20	Shreeshruti Yuvraj Kamble.	<u>Shreeshruti K.</u>
21	Payal Sanjivrao Tambile	<u>P. S. T.</u>
22	Diya Jagdish Babar	<u>D. J. Babar</u>
23	Amie Dodhawala	<u>Amie</u>
24	Prayush Somnath Adane	<u>Prayush</u>
25	Rushikesh Mishra	<u>Rushikesh</u>
26	Shubham Vikram Kadam	<u>Shubham</u>
27	Yash Ajay Sawant	<u>Yash Sawant</u>
28	Dhanraj Ashok Kamble	<u>Dhanraj</u>
29	Vishwajeet Kundalik Pawar	<u>Vishwajeet</u>



30)	Aditje Shoabivant Zarde	A.S.Z.
31	Waghmare Kiran RAJKumar	R.K.W.
32	Parade Arti Somnath	Am
33	Nandini S. Sonawane.	N.S.S.
34	Madhav P. Linge	<u>Trilochan</u>
35	Chavan Vaishnavi Ajitkumar	V.A.Chavan
36	Aarti Bhikaji Khare	<u>Abkhare</u>
37	Siddhi Hareesh Bhand	<u>Share.</u>
38	Sarany M. Shaha.	<u>S.M.S.M.</u>
39	Nikhil T. Jathar	<u>N.Jathar.</u>
40	Poojita Rohidas Sonawane	<u>Sonawane P.P.</u>
41	Vikas maruti Wagh	<u>V</u>
42	Abhijit Ankush Karande	<u>AK</u>
43)	Ravi P Jangid	<u>Raj</u>
44)	Pratima Vinod Awatade	<u>Awatade</u>
45)	Awatade Shubham Suresh	est.
46)	Shraddha Sunil Bangar	S.S. Bangar
47)	Gaurav Ganesh Shinde pawar asmita ankush	<u>Shinde</u> A.A. pawar
48)	Sathe Aparna Dadasaheb	<u>Sathe</u>
49)	Tamboli Sarvagosh Galab	S.G. Tamboli
50)	Sn. Mane Sneha Anil	<u>Mane</u>





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REPORT

Event: Marathi Rajbhasha Din

Date: February 28, 2023

Marathi Rajbhasha Divas is an annual celebration that commemorates the rich cultural heritage of the Marathi language. It holds significant importance in Maharashtra as it aims to promote the Marathi language and its literature. Shivratna Institute of Management Studies, Shankarnagar Akluj took the initiative to celebrate Marathi Rajbhasha Divas with great enthusiasm and fervor.

The primary objective of celebrating Marathi Rajbhasha Divas at Shivratna Institute of Management Studies, Shankarnagar Akluj was to instill a sense of pride and awareness about the Marathi language among the students. It aimed to encourage the students to embrace their linguistic roots and appreciate the contributions of Marathi literature to the cultural tapestry of Maharashtra.

The celebration of Marathi Rajbhasha Divas at Shivratna Institute of Management Studies, Shankarnagar Akluj, was a grand success. It achieved its objective of fostering a sense of pride and appreciation for the Marathi language among the students. The event not only highlighted the cultural significance of Marathi but also showcased its adaptability in the modern world. Such celebrations play a pivotal role in preserving and promoting regional languages and their heritage.

Outcome:

- Students gained a deeper understanding of the significance of Marathi Language Day.
- Participants collectively celebrated Marathi Language Day in honor of the revered Marathi Senior poet, Kusumagraj.



The Principal
Shivratna Institute of Management
Studies, Shankarnagar-Akluj



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3. SOL/BCUD/AFFI/910/3289 Date - 01 Sept. 2009

Ref. No.:

Date: 24/02/2023

STUDENTS NOTICE

All students are hereby informed that the college will celebrate 'Marathi Rajbhasha Diwas' on Monday, February 27, 2023; at 11:30 a.m. Attendance is Mandatory to all students.

Sr.No	Class Name	Teacher Sign
1	BBA I	
2	BBA II	
3	BBA III	

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Principal
Shivratna Institute of Management
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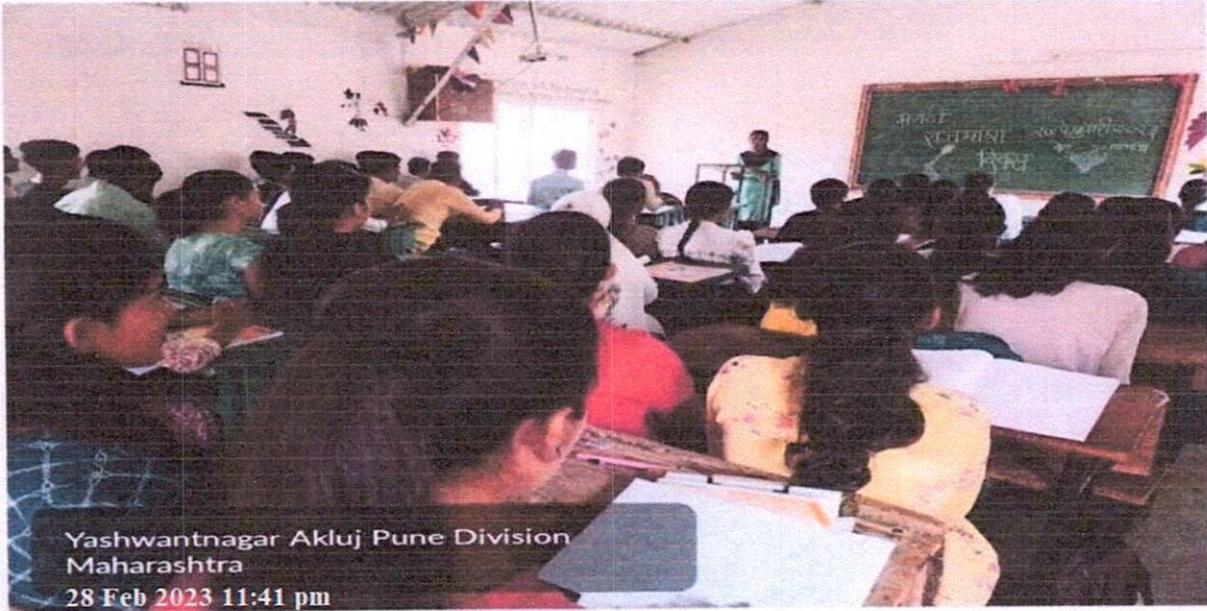
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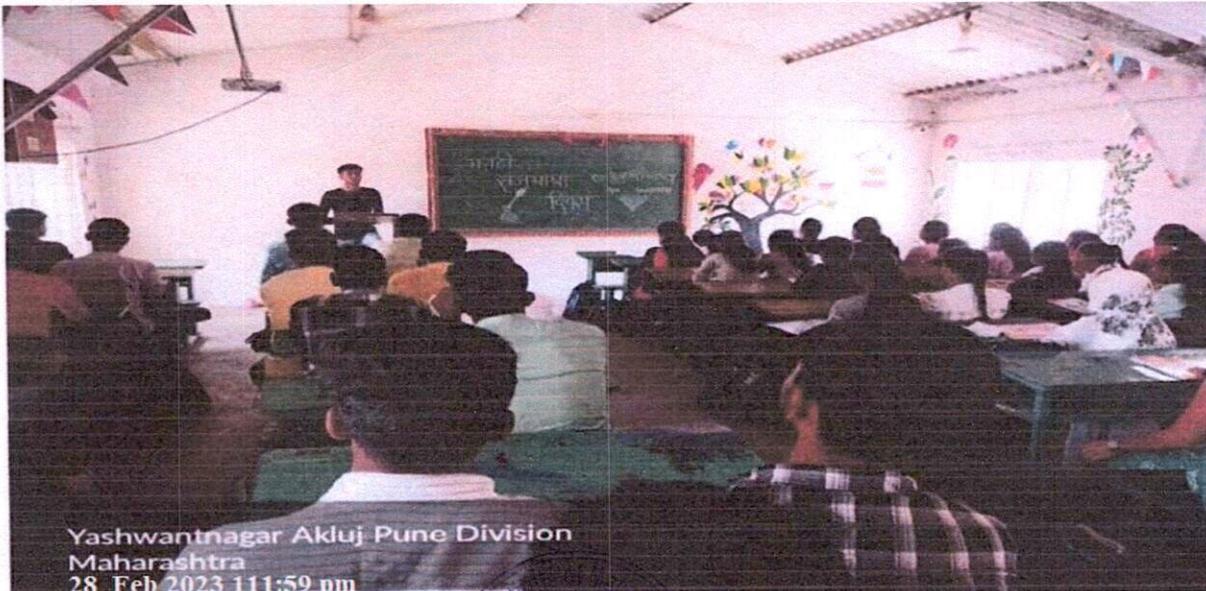
Date - 28/02/2023

ACTIVITY PHOTO

BBA Student Delivered Speech on Importance of Marathi Language



Yashwantnagar Akluj Pune Division
Maharashtra
28 Feb 2023 11:41 pm



Yashwantnagar Akluj Pune Division
Maharashtra
28 Feb 2023 11:59 pm





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Attendance Sheet

Marathi Rajbhasha Din - 2023
Attendance sheet

- | | |
|-------------------------|--------------|
| 1) Akshay Attarte - | A.k.s |
| 2) Pruthviraj Bendgar - | Pruthviraj |
| 3) Gaurabh Barkade - | Gaurabh |
| 4) Rohit Bhosale - | Rohit |
| 5) Akshay Chavan - | Chavan |
| 6) Namrata Chopade - | C.N.C |
| 7) Abhijit Dudhakar - | A.B.D |
| 8) Mastryani Gaitwad - | Gaitwad. m.m |
| 9) Suraj Ghodage - | G.G |
| 10) Abhijit Howal - | Howal |
| 11) Mohesh Jadhav - | Jadhav. m.m |
| 12) Arjun mane - | mane A.R |
| 13) Prndip kiran - | Prndip. k.H. |
| 14) kirki Power - | Power. k.R |
| 15) Pristhal Power - | Prsthal |
| 16) Shikha Tashif - | Tashif |
| 17) monali tele - | Monali |
| 18) Pinka Thorat - | Thorat |
| 19) Swami ashwini - | Ashwini |
| 20) yadav Reja - | Y.P.A |
| 21) yadav Prachi - | Prachi yadav |





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Attendance Sheet

22) mane Prithambhagawan

23) male Chaitanya Pandurang

24) Patel Shabuj Shaikhal

25) Pawar monali Pandurang.

26) Sayyad Samira Seem.

27) Shaikh Anis Jabbar

28) Shaikh Anwar Raifit

29) Shinde Ashutosh Nandkumar

30) Shinde Prajeta Prakash.

31) Shinde Shubham Vijay

32) Sutar Ashok Thanasam.

33)

msibans
Chaitanya

Patel S.

Pawar. monali

S.S. Sayyad

Shaikh. S. Anis

Anwar. R. Shaikh

Shinde

P.P. Shinde

Shinde. Shubham.

Sutar Ashok





SHIVRATNA SHIKSHAN SANSTHA, AKLUJ
**SHIVRATNA INSTITUTE OF
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SHANKARNAGAR-AKLUJ**
(AFFILIATION TO PAHSU, SOLAPUR)



CORPORATE COMMUNICATION

2022-2023



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SHIVARATNA KNOWLEDGE CITY,
SHANKARNAGAR-AKLUJ

Contact :
98901 72602 | 90113 11406
97665 68401 | 88750 69228
95039 49977



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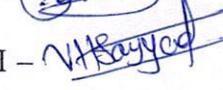
Date -04/08/2022

Student Notice

All students are hereby in form that our college is going to organize add-on course on 6 different subjects. Interested students should be kindly register for the course on or before 15/08/2022.

Sr. No.	Add on Course Name
1	Add on course in Corporate Communication
2	Add on course in Human Rights Studies
3	Add on course in Disaster Management
4	Add on course in Arts and Craft
5	Add on course in Stress Management
6	Add on course in E- commerce

BBA - I - 

BBA - II - 

BBA - III - 


Co-ordinator, IQAC

Shivratna Institute of Management
Studies, Shankarnagar-Akluj




Principal
Shivratna Institute of Management
Studies, Shankarnagar-Akluj

Shivratna Shikshan Sanstha's
Shivratna Institute of Management Studies,
Shankarnagar – Akhuj Tal – Malshiras, Dist – Solapur, 413118
Affiliated to P.A.H.U. Solapur University, Solapur

Date – 9/8/22

ADD-ON COURSE ADMISSION FORM

Academic Year 2022 - 2023

1. Name of the Candidate :- Adane Piyush Somnath
2. Father's Name:- Somnath Adane
3. Add on Course Name :- Corporate Communication
4. Class: - BBA - III Semester: - V
5. Contact No.: - 9260036500
6. Address: Malshiras, Dist - Solapur
7. E-mail ID: piyushadane05@gmail.com

AP Somnath
Student Signature



Principal
Principal
Shivratna Institute of Management
Studies, Shankarnagar-Akhuj

Shivratna Shikshan Sanstha's
Shivratna Institute of Management Studies,
Shankarnagar – Akluj Tal – Malshirlas, Dist – Solapur, 413118
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Date – 12/08/22

ADD-ON COURSE ADMISSION FORM

Academic Year 2022 - 2023

1. Name of the Candidate :- Agalave Srushti Sardar
2. Father's Name:- Agalave Sardar
3. Add on Course Name :- Corporate Communication
4. Class: - BBA-III Semester: - V
5. Contact No.: - 9309962184
6. Address: - Sarati , Tal.- Indapur
Dist.- Pune
7. E-mail ID: srushti106@gmail.com

Ass
Student Signature



[Signature]
Principal
Principal
Shivratna Institute of Management
Studies, Shankarnagar-Akluj

Shivratna Shikshan Sanstha's
Shivratna Institute of Management Studies,
Shankarnagar – Akluj Tal – Malshirlas, Dist – Solapur, 413118
Affiliated to P.A.H.U. Solapur University, Solapur

Date – 15/8/22

ADD-ON COURSE ADMISSION FORM

Academic Year 20²² - 20²³

1. Name of the Candidate :- Bangar Shradha Sunil
2. Father's Name:- Sunil Bangar
3. Add on Course Name :- Corporate Communication
4. Class: - BBA III Semester: - IV
5. Contact No.: - 9518390590
6. Address: - Malinagar, Tal. Malshiras
Dist Solapur
7. E-mail ID: shradhabangar12@gmail.com

Bangars
Student Signature



[Signature]
Principal
Shivratna Institute of Management
Studies, Shankarnagar-Akluj

Shivratna Shikshan Sanstha's
Shivratna Institute of Management Studies,
Shankarnagar – Akhuj Tal – Malshiras, Dist – Solapur, 413118
Affiliated to P.A.H.U. Solapur University, Solapur

Date – 8/8/22

ADD-ON COURSE ADMISSION FORM

Academic Year 2022-2023

1. Name of the Candidate :- Bhadre Prathmesh Shivgyappa
2. Father's Name:- Shivgyappa Bhadre
3. Add on Course Name :- Corporate Communication
4. Class: - BBA-III Semester: - V
5. Contact No.: - 9011631100
6. Address: - Akhuj, Tal - Malshiras, Dist - Solapur
7. E-mail ID: prathbhadre@gmail.com


Student Signature




Principal
Principal
Shivratna Institute of Management
Studies, Shankarnagar-Akhuj



SHIVRATNA INSTITUTE OF MANAGEMENT STUDIES, SHANKARNAGAR, AKLUJ

Tal. Malshiras Dist. Solapur (M.S.) 413 118

(Affiliated to Purnyashlok Ahilyadevi Holkar Solapur University, Solapur)

Phone : (02185) 222509, Mob.: 9822124191, 9011311406, 9975120093

Email : rmpakluj@gmail.com Website : www.simsakluj.org

- * मान्यता - 1. एनजीसी/२००९/(१८९/०१)/मशि-४ दि. १४ जुलै २००९
2. जा.क्र.शिससं/उशि/कोवि/५०६,३ दि. २७ जुलै २००९
3. SOL/BCUD/AFFI/910/3289 Date - 01 Sept. 2009

Date – 12/08/2022

Notice

All BBA students are hereby informed that the add on courses will be started from date 19/8/2022 the details time table is below

So, it is compulsory to all students to remain present for program.

Sr. No	Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2.00 P.M. To 3.00 P.M.	Corporate Communication					
2	2.00 P.M. To 3.00 P.M.	Human Rights Studies					
3	2.00 P.M. To 3.00 P.M.	Disaster Management					
4	2.00 P.M. To 3.00 P.M.	Arts and Craft					
5	2.00 P.M. To 3.00 P.M.	Stress Management					
6	2.00 P.M. To 3.00 P.M.	E- commerce					

Note: The time Table is also displayed on the notice board.


IQAC Coordinator
Co-ordinator, IQAC
Shivratna Institute of Management
Studies, Shankarnagar-Akluj




Principal
Principal
Shivratna Institute of Management
Studies, Shankarnagar-Akluj



**SHIVRATNA INSTITUTE OF MANAGEMENT STUDIES,
SHANKARNAGAR, AKLUJ**

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- मान्यता - 1. एनजीसी/२००९/(१८९/०१)/मशि-४ दि. १४ जुलै २००९
2. जा.क्र.शिससं/उशि/कोवि/५०६३ दि. २७ जुलै २००९
3. SOL/BCUD/AFFI/910/3289 Date - 01 Sept. 2009

Ref: SJMS/16-A/2022-23

Date - 12/08/2022

To,

Mr. Magar N.S.

Assistant professor,

Shivratna Institute of Management Studies Shankarnagar - Akluj.

Subject: - About the appointment for the add on coordinator for add on course on; Corporate Communication

Respected Sir/Mam,

Greeting we are going to start add-on course for students to enhance the additional skills and knowledge. We are pleased to appoint you as add on course coordinators for add on **Corporate Communication** course to the academic year 2022 - 23.

Thank you,

Co-ordinator, IQAC
Shivratna Institute of Management
Studies, Shankarnagar-Akluj



Principal
Principal
Shivratna Institute of Management
Studies, Shankarnagar-Akluj



Shivratna Shikshan Sanstha's
Shivratna Institute of Management Studies, Akluj.
(Affiliate Solapur university, Solapur)

Add on Course Title –Corporate Communication Syllabus

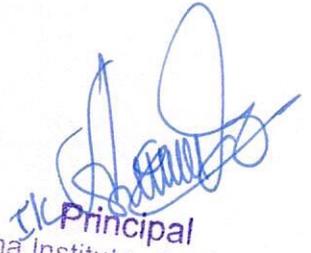
Unit No.	Description	Syllabus
Unit-I	<ul style="list-style-type: none">• Understanding Organizational Communication:• Defining structure of an organization• Various kinds of organizations• Management hierarchy• Various kinds of communication in an organization• Role and scope of corporate communication• Interface of corporate communication department with various management disciplines.	10
Unit-II	<ul style="list-style-type: none">• Understanding Corporate Communication:• Definitions, concept and genesis of CC• Difference and similarities between PR and CC• CC and public affairs, CC and corporate affairs• Publics in CC - Financial publics, media, opinion makers, government, elected representatives• Present state of CC• Organizing corporate communication activities• Areas of strategic thinking in corporate communication• Ethics and laws in corporate communication • Corporate Communication Tools:• Lobbying• Sponsorship• Financial communication• Corporate reputation• Corporate identity• Media mileage	10



Unit – III	<ul style="list-style-type: none"> • Financial Communication: • Defining financial communication • Growth and role of financial communication in present context • Overview of Indian financial system • Capital market – stock exchanges, SEBI- functioning and mandate • Financial institutions • financial products (bonds, debentures, shares, esops et al) • Legal and ethical aspects in financial communication 8. Financial communication campaigns 	10
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Co-ordinator, IQAC
Shivratna Institute of Management
Studies, Shankarnagar-Akluj

Principal
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Studies, Shankarnagar-Akluj



Shivratna Shikshan Sanstha's
Shivratna Institute of Management Studies, Akluj.
(Affiliate Solapur university, Solapur)

Add on Course Title –Corporate Communication Syllabus Completion

Unit No.	Description	Syllabus Completion
Unit-I	<ul style="list-style-type: none">● Understanding Organizational Communication:● Defining structure of an organization● Various kinds of organizations● Management hierarchy● Various kinds of communication in an organization● Role and scope of corporate communication● Interface of corporate communication department with various management disciplines.	19/08/2022 To 30/08/2022
Unit-II	<ul style="list-style-type: none">● Understanding Corporate Communication:● Definitions, concept and genesis of CC● Difference and similarities between PR and CC● CC and public affairs, CC and corporate affairs● Publics in CC - Financial publics, media, opinion makers, government, elected representatives● Present state of CC● Organizing corporate communication activities● Areas of strategic thinking in corporate communication● Ethics and laws in corporate communication ● Corporate Communication Tools:● Lobbying● Sponsorship● Financial communication● Corporate reputation● Corporate identity● Media mileage	01/08/2022 To 12/09/2022



UNIT – IV	<ul style="list-style-type: none"> • Financial Communication: • Defining financial communication • Growth and role of financial communication in present context • Overview of Indian financial system • Capital market – stock exchanges, SEBI- functioning and mandate • Financial institutions • financial products (bonds, debentures, shares, esops et al) • Legal and ethical aspects in financial communication 8. Financial communication campaigns 	13/09/2022 To 23/09/2022
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Co-ordinator, IQAC
Shivratna Institute of Management
Studies, Shankarnagar-Akluj




Principal
Shivratna Institute of Management
Studies, Shankarnagar-Akluj

Shivratna Institute of management Studies, Shankarnagar, Akluj.

Add-on Course in Corporate Communication

Year -2022-23

Roll. No.	Name	Month -																			
		19/8/22	20/8/22	21/8/22	22/8/22	23/8/22	24/8/22	25/8/22	26/8/22	27/8/22	28/8/22	29/8/22	30/8/22	31/8/22	01/9/22	02/9/22	03/9/22	04/9/22	05/9/22	06/9/22	
1	ADANE PIYUSH SONMATH	AB	AB																		
2	AGALAVE SRUSHTI SARDAR	AB	AB																		
3	AIWALE ONKAR RAJENDRA	AB	AB																		
4	BANGAR SHRADDHA SUNIL	AB	AB																		
5	BHADRE PRATHMESH SHIVGYAPPA	AB	AB																		
6	BHAGAT VAISHNAVI SATISH	AB	AB																		
7	BHAGYAWANT SHUBHAM RAJKUMAR	AB	AB																		
8	BHARATE PRATHAM VIJAY	AB	AB																		
9	BHOSALE SUSHANT BAPU	AB	AB																		
10	BORADE RUSHIKESH HARIDAS	AB	AB																		
11	CHAVAN SOURABH MANIK	AB	AB																		
12	CHOPADE GANESH SANTOSH	AB	AB																		
13	DHAINJE ANIKET KANTILAL	AB	AB																		
14	DOHADWALA AAMIR ALIASGAR	AB	AB																		
15	EKATPURE ROHAN ASHOK	AB	AB																		
16	INAMDAR DHANSHRI VIJAYSINH	AB	AB																		
17	INGALE VISHAL SANJAY	AB	AB																		
18	INGAWALE DESHMUKH VINAYAK SURYAJI	AB	AB																		
19	INGOLE ATHARV SANJAY	AB	AB																		
20	JADHAV ANIKET LAXMAN	AB	AB																		
21	JADHAV RANJEET ARUN	AB	AB																		
22	JADHAV VISHAL DATTATRAY	AB	AB																		



Principal
Shivratna Institute of Management Studies, Shankarnagar-Akluj

Shivratna Institute of management Studies, Shankarnagar, Akluj.

Add-on Course in Corporate Communication

Year -2022-23

Roll. No.	Name	Month -																
		7/19/22	8/19/22	9/19/22	10/19/22	11/19/22	12/19/22	1/19/23	2/19/23	3/19/23	4/19/23	5/19/23	6/19/23					
1	ADANE PIYUSH SONMATH	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB
2	AGALAVE SRUSHTI SARDAR	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB
3	AIWALE ONKAR RAJENDRA	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB
4	BANGAR SHRADDHA SUNIL	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB
5	BHADRE PRATHMESH SHIVGYAPPA	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB
6	BHAGAT VAISHNAVI SATISH	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB
7	BHAGYAWANT SHUBHAM RAJKUMAR	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB
8	BHARATE PRATHAM VIJAY	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB
9	BHOSALE SUSHANT BAPU	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB
10	BORADE RUSHIKESH HARIDAS	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB
11	CHAVAN SOURABH MANIK	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB
12	CHOPADE GANESH SANTOSH	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB
13	DHAINJE ANIKET KANTILAL	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB
14	DOHADWALA AAMIR ALIASGAR	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB
15	EKATPURE ROHAN ASHOK	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB
16	INAMDAR DHANSHRI VIJAYSINH	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB
17	INGALE VISHAL SANJAY	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB
18	INGAWALE DESHMUKH VINAYAK SURYAJI	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB
19	INGOLE ATHARV SANJAY	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB
20	JADHAV ANIKET LAXMAN	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB
21	JADHAV RANJEET ARUN	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB
22	JADHAV VISHAL DATTATRAY	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB

Principal

Shivratna Institute of Management Studies, Shankarnagar-Akluj





**SHIVRATNA INSTITUTE OF MANAGEMENT STUDIES,
SHANAKARNAGAR, AKLUJ**

Tal. Malshiras Dist. Solapur (M.S.) 413 118

(Affiliated to Panyashlok Ahilyadevi Holkar Solapur University, Solapur)

Phone : (02185) 222509, Mob.: 9822124191, 9011311406, 9975120093

Email : rmpakluj@gmail.com Website : www.simsakluj.org

- मान्यता - 1. एनजीसी/२००९/(१८९/०१)/मशि-४ दि. १४ जुलै २००९
2. जा.क्र.शिससं/उशि/कोवि/५०६३ दि. २७ जुलै २००९
3. SOL/BCUD/AFFI/910/3289 Date - 01 Sept. 2009

Ref: SIMS/ 50-A/ 2022-23

Date -24/09/2022

To,

The Add on Coordinator

Shivratna Institute of Management Studies Shankar-nagar, Akluj.

Applicant:- Mr. Magar N.S.

Subject - Syllabus completion report for academic year 2022-23.

Respected sir,

I am submitting herewith syllabus completion report of academic year 2022-23 for approval. I taught following add on course.

Subject	Teacher Name	Total Work load	Number of Class Conducted
Add on course on Corporate Communication	Mr. Magar N.S.	30	30

The planned syllabus is completed within frame.


Co-ordinator, IQAC
Shivratna Institute of Management
Studies, Shankarnagar-Akluj




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Principal
Shivratna Institute of Management
Studies, Shankarnagar-Akluj



SHIVRATNA INSTITUTE OF MANAGEMENT STUDIES, SHANKARNAGAR, AKLUJ

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- मान्यता - 1. एनजीसी/२००९/(१८९/०१)/मशि-४ दि. १४ जुलै २००९
2. जा.क्र.शिससं/उशि/कोवि/५०६३ दि. २७ जुलै २००९
3. SOL/BCUD/AFFI/910/3289 Date - 01 Sept. 2009

Date – 27/09/2022

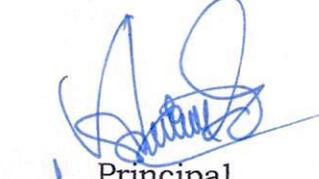
Notice

All the students of BBA hereby informed that add on course examinations will be conducted from 03/10/2022 to 08/10/2022 at 2:00 p.m. To 3:00 p.m.

Sr.No.	Date	Time	Add on Course Name
1	03/10/2022	2.00 PM To 03.00PM	Add on course in Corporate Communication
2	04/10/2022	2.00 PM To 03.00PM	Add on course in Human Rights Studies
3	05/10/2022	2.00 PM To 03.00PM	Add on course in Disaster Management
4	06/10/2022	2.00 PM To 03.00PM	Add on course in Arts and Craft
5	07/10/2022	2.00 PM To 03.00PM	Add on course in Stress Management
6	08/10/2022	2.00 PM To 03.00PM	Add on course in E- commerce

Note: - The Time table is also displayed on notice board


IQAC Coordinator
Co-ordinator, IQAC
Shivratna Institute of Management
Studies, Shankarnagar-Akluj


Principal
Principal
Shivratna Institute of Management
Studies, Shankarnagar-Akluj





SHIVRATNA INSTITUTE OF MANAGEMENT STUDIES, SHANKARNAGAR, AKLUJ

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- मान्यता - 1. एनजीसी/२००९/(१८९/०१)/मशि-४ दि. १४ जुलै २००९
2. जा.क्र.शिससं/उशि/कोवि/५०६३ दि. २७ जुलै २००९
3. SOL/BCUD/AFFI/910/3289 Date - 01 Sept. 2009

Supervision chart Add on Course

Date	Time	Block No.	Name of Supervisor	Signature
03/10/2022	2.00 PM To 03.00PM	1	Mrs. Heagade R.G.	
04/10/2022	2.00 PM To 03.00PM	2	Mr. B.M.Sathe	
05/10/2022	2.00 PM To 03.00PM	3	Mr. Magar N.S.	
06/10/2022	2.00 PM To 03.00PM	4	Mrs. Uppalli S.D.	
07/10/2022	2.00 PM To 03.00PM	5	Mr. Sayyad V.H.	
08/10/2022	2.00 PM To 03.00PM	6	Miss. Dhainje.S.R	




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2. जा.क्र.शिससं/उशि/कोवि/५०६३ दि. २७ जुलै २००९
3. SOL/BCUD/AFFI/910/3289 Date - 01 Sept. 2009

Supervision chart add on course

Block summary

Date	Time	Block No.	Seat No.	Total
03/10/2022	2.00 PM To 03.00PM	1	1 To 22	22
04/10/2022	2.00 PM To 03.00PM	2	1 To 22	22
05/10/2022	2.00 PM To 03.00PM	3	1 To 22	22
06/10/2022	2.00 PM To 03.00PM	4	1 To 22	22
07/10/2022	2.00 PM To 03.00PM	5	1 To 22	22
08/10/2022	2.00 PM To 03.00PM	6	1 To 22	22




Principal
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**SHIVRATNA INSTITUTE OF MANAGEMENT STUDIES,
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- मान्यता - 1. एनजीसी/२००९/(१८९/०१)/मशि-४ दि.१४ जुलै २००९
2. जा.क्र.शिससं/उशि/कोवि/५०६३ दि.२७ जुलै २००९
3.SOL/BCUD/AFFI/910/3289 Date - 01 Sept. 2009

Examination Attendance Report

Date	Time	Block No.	Seat No.	Present	Absent
03/10/2022	2.00 PM To 03.00PM	1	1 To 22	22	01
04/10/2022	2.00 PM To 03.00PM	2	1 To 22	22	02
05/10/2022	2.00 PM To 03.00PM	3	1 To 22	22	04
06/10/2022	2.00 PM To 03.00PM	4	1 To 22	22	02
07/10/2022	2.00 PM To 03.00PM	5	1 To 22	22	02
08/10/2022	2.00 PM To 03.00PM	6	1 To 22	22	03



**SHIVRATNA INSTITUTE OF MANAGEMENT STUDIES,
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मान्यता - 1. एनजीसी/२००९/(१८९/०१)/मशि-४ दि. १४ जुलै २००९
2. जा.क्र.शिससं/उशि/कोवि/५०६३ दि. २७ जुलै २००९
3. SOL/BCUD/AFFI/910/3289 Date - 01 Sept. 2009

Ref: SJMS/50-F/2022-23

Date - 27/09/2022

To,

Mr. Magar N.S.

Shivratna Institute of Management Studies,
Shankar-nagar, Akluj.

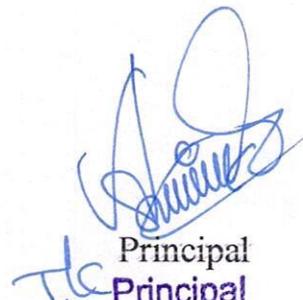
Respected sir,

I am direct to appoint you as paper setter for add on course Corporate Communication Examination to be held in Oct 2022.

Date of Paper setting: - 01/10/2022

Number of set:- 2

Place: - Examination sections Shivratna Institute of Management studies,
Shankarnagar Akluj.


Principal
Principal
Shivratna Institute of Management
Studies, Shankarnagar-Akluj

Shivratna Institute of management Studies, Shankarnagar, Akluj.		
Add-on Course Examination Attendance -2022-23		
Add-on Course in Corporate Communication		
Roll. No.	Name	Signature
1	ADANE PIYUSH SONMATH	<i>Adane Piyush</i>
2	AGALAVE SRUSHTI SARDAR	<i>Agalave Srushti</i>
3	AIWALE ONKAR RAJENDRA	<i>Aiwale Onkar</i>
4	BANGAR SHRADDHA SUNIL	<i>Bangar S.</i>
5	BHADRE PRATHMESH SHIVGYAPPA	<i>Bhadre P.</i>
6	BHAGAT VAISHNAVI SATISH	<i>Bhagat V.</i>
7	BHAGYAWANT SHUBHAM RAJKUMAR	<i>Bhagant S.</i>
8	BHARATE PRATHAM VIJAY	<i>Bharate P.</i>
9	BHOSALE SUSHANT BAPU	<i>Bhosale S.</i>
10	BORADE RUSHIKESH HARIDAS	<i>Borade R.</i>
11	CHAVAN SOURABH MANIK	<i>Chavan S.M.</i>
12	CHOPADE GANESH SANTOSH	<i>Chopade G.</i>
13	DHAINJE ANIKET KANTILAL	<i>Dhainje A.</i>
14	DOHADWALA AAMIR ALIASGAR	<i>Dohadwala A.</i>
15	EKATPURE ROHAN ASHOK	<i>Ekatpure R.</i>
16	INAMDAR DHANSHRI VIJAYSINH	<i>Inamdar D.</i>
17	INGALE VISHAL SANJAY	<i>Ingal V.</i>
18	INGAWALE DESHMUKH VINAYAK SURYAJI	<i>Ingal D.</i>
19	INGOLE ATHARV SANJAY	<i>Ingole A.</i>
20	JADHAV ANIKET LAXMAN	<i>Jadhav A.</i>
21	JADHAV RANJEET ARUN	<i>Jadhav R.</i>
22	JADHAV VISHAL DATTATRAY	<i>Jadhav V.</i>



[Signature]
Principal
Shivratna Institute of Management
Studies, Shankarnagar-Akluj

SHIVRATNA INSTITUTION OF MANAGEMENT STUDIES, AKLUJ
SUB-CORPORATE COMMUNICATION

MCQ-Test

Date-03/10/2022

Time – 02.00 pm To 03.00 pm

Q. MCQ-(each questions for 2marks)

Marks-50

-
1. Communication is sharing of information between two or more persons, with continuous ____
a. Efforts b. Feedbacks c. Gestures d. Movements
 2. Communication can occur in isolation
a. True b. False
 3. Which of the following is not listed amongst the barrier to communication?
a. Physical noise b. Physiological noise c. Psychological noised. d. Physically challenged
 4. What are the types of communication
a. Verbal communication b. Nonverbal communication c. Both a and b d. None
 5. Non-verbal communication cannot be avoided.
a. True b. False
 6. What is Jargon?
a. Name of the individual b. Name of the organization
c. Technical term d. Name of the country
 7. What does "Haptic" refer to?
a. Communication through touch b. Communication through words
c. Communication through letters d. Communication through emails
 8. Yellow and Green are associated with negative feelings
a. True b. False
 9. Which of the following is not part of the communication classification?
a. Two way face-to-face b. Multiple but not face-to-face
c. Two-way non-face-to-face d. One-way non-face-to-face
 10. Communication between peers is essential for ____ coordination
a. Functional b. Organizational
c. Managerial d. Statistical



11. Shareholders are very important internal stakeholders since they are the ____ of the company

- a. Managers
- b. Owners
- c. Directors
- d. Union Members

12. Communication with shareholders can be done through meetings, letters, and/or advertisements.

- a. True
- b. False
- c. None

13. Which of the following is/are part of the flow of communication in an organization?

- a. Upward communication
- b. Downward communication
- c. Horizontal communication
- d. All of above

14. ____ communication may be defined as information that flows from subordinates to superiors

- a. Downward communication
- b. Upward communication
- c. Horizontal communication
- d. None of above

15. An advantage of regular downward communication is ____

- a. It motivates employees
- b. It gives promotion to employees
- c. It creates a climate of transparency
- d. It reduces gaps.

16. Hearing and listening are the same.

- a. True
- b. False

17. The ____ is often interpreted as a lack of understanding or attention.

- a. Noise
- b. Silence
- c. Yawning
- d. Disturbance

18. Close questions may begin with

- a. What
- b. Why
- c. Are
- d. Where

19. What are thy types of questions?

- a. Open-ended questions
- b. Close-ended questions
- c. Both
- d. None

20. Which of the following is not a "WH" question?

- a. How
- b. Why
- c. Whom
- d. Will

21. A satisfied customer is the best ____ for any company's product

- a. Advertisement
- b. Message
- c. Propaganda
- d. Opportunity



22. Writing methodology comprises of how many stages?

- a. One b. Two c. Three d. Four

23. Which of the following is not part of speech?

- a. Noun b. Tense c. Verb d. Adverb

24. It is better to use the word „interrogate“ rather than “ask”

- a. True b. False

25. Using the passive voice is a technique of _____

- a. Emphasis b. Ordination c. Subordination
d. Grammar



A handwritten signature in blue ink, appearing to be "Shivratna".

The Principal
Shivratna Institute of Management
Studies, Shankarnagar-Akluj

SHIVRATNA INSTITUTION OF MANAGEMENT STUDIES, AKLUJ
CORPORATE COMMUNICATION - ANSWER KEY

Q. MCQ each questions for 2 mark

Marks-50

Que. No.	Answer Option
1.	B
2.	B
3.	D
4.	C
5.	A
6.	C
7.	A
8.	B
9.	B
10.	A
11.	B
12.	A
13.	D
14.	B
15.	C
16.	B
17.	B
18.	C
19.	C
20.	D
21.	A
22.	C
23.	B
24.	B
25.	C

प्रति,




Principal
Shivratna Institute of Management
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SHIVRATNA SHIKSHAN SANSTHA'S

SHIVRATNA INSTITUTE OF MANAGEMENT STUDIES

Examination 20 22 - 20Name Of the Candidate: Adone Piyush SonmathExam Reg. No.: _____ Class : BBA Div : _____Day & Date : 03/10/2022 Block No.: _____Invigilator's Name & Sign.: P. HegadeSubject : Co-operat communication Total No. of Page : _____

Question No.	1	2	3	4	5	Obtain Marks
						<u>30</u>
Marks						Out of Marks
						<u>60</u>

NSR
Examiner Name & Sign

~~X~~ 1) C)~~X~~ 2) D)~~✓~~ 3) A)~~✓~~ 4) C)~~X~~ 5) B)~~✓~~ 6) A)~~X~~ 7) D)~~X~~ 8) A)~~✓~~ 9) C)

✓ 12) A)

✗ 13) C)

✓ 14) B)

✗ 15) D)

✗ 16) A)

✗ 17) A)

✓ 18) C)

✗ 19) B)

✗ 20) C)

✗ 21) C)

✗ 22) D)

✓ 23) C)

✓ 24) B)

✓ 25) A)



SHIVRATNA SHIKSHAN SANSTHA'S

SHIVRATNA INSTITUTE OF MANAGEMENT STUDIES

Examination 20 22 - 20Name Of the Candidate: BHARATE PRATHM VIJAYExam Reg. No.: _____ Class : BBA Div : _____Day & Date : 03/10/2022 Block No.: _____Invigilator's Name & Sign.: R. Hegade Hegade R.GSubject : Cooperative Communication Total No. of Page : _____

Question No.	1	2	3	4	5	Obtain Marks
						<u>32</u>
Marks						Out of Marks
						<u>50</u>

NSM
Examiner Name & Sign

Q1. ~~X~~ 1 D~~X~~ 2 A

✓ 3 B

~~X~~ 4 B✓ ~~X~~ 5 C~~X~~ 6 D

✓ 7 A

✓ ~~X~~ 8 B~~X~~ 9 C

~~12~~ B

~~13~~ A

~~14~~ A

✓ 15 BC

✓ 16 B

✓ 17 B

~~18~~ B

✓ 19 AC

✓ 20 d

✓ 21 A

~~22~~ A

✓ 23 B

✓ 24 B

✓ 25 BC



SHIVRATNA SHIKSHAN SANSTHA'S

SHIVRATNA INSTITUTE OF MANAGEMENT STUDIES

Examination 20 22 - 20Name Of the Candidate: Bhadre Prathamesh ShivgappaExam Reg. No.: _____ Class : BBA Div : _____Day & Date : 03/10/2022 Block No.: _____Invigilator's Name & Sign.: RatnagoudSubject : Corporate Communication Total No. of Page : _____

Question No.	1	2	3	4	5	Obtain Marks
						<u>46</u>
Marks						Out of Marks
						<u>50</u>

NOT
Examiner Name & Sign

2 ✓ 1 B2 ✓ B3 ✓ D4 ✓ C5 ✓ A6 ✓ C7 ✓ A8 ✓ B9 ✓ B

✓ 11 B

✓ 12 A

✓ 13 D

✓ 14 B

✓ 15 C

✓ 16 B

✓ 17 B

✓ 18 C

~~✓ 19 D~~

✓ 20 D

✓ 21 A

✓ 22 C

✓ 23 B

✓ 24 B

~~✓ 25 D~~



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SHIVRATNA INSTITUTE OF MANAGEMENT STUDIES

Examination 20 22 - 20Name Of the Candidate: Bhagat Vaishnavi SatishExam Reg. No.: _____ Class : BBB Div : _____Day & Date : 08/10/2022 Block No.: _____Invigilator's Name & Sign.: R. G. HegadeSubject : Corporate Communication Total No. of Page : _____

Question No.	1	2	3	4	5	Obtain Marks
						<u>34</u>
Marks						Out of Marks
						<u>50</u>

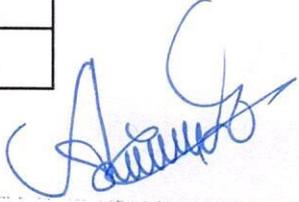
NSTP
Examiner Name & Sign

Q1
 A B D B ~~A~~ A D A B B

Shivratna Institute of management Studies, Shankarnagar, Akluj.**Add-on Course in Corporate Communication**

Roll. No.	Name	Marks
1	ADANE PIYUSH SONMATH	30
2	AGALAVE SRUSHTI SARDAR	30
3	AIWALE ONKAR RAJENDRA	32
4	BANGAR SHRADDHA SUNIL	44
5	BHADRE PRATHMESH SHIVGYAPPA	46
6	BHAGAT VAISHNAVI SATISH	34
7	BHAGYAWANT SHUBHAM RAJKUMAR	32
8	BHARATE PRATHAM VIJAY	32
9	BHOSALE SUSHANT BAPU	32
10	BORADE RUSHIKESH HARIDAS	38
11	CHAVAN SOURABH MANIK	35
12	CHOPADE GANESH SANTOSH	38
13	DHAINJE ANIKET KANTILAL	37
14	DOHADWALA AAMIR ALIASGAR	36
15	EKATPURE ROHAN ASHOK	35
16	INAMDAR DHANSHRI VIJAYSINH	40
17	INGALE VISHAL SANJAY	40
18	INGAWALE DESHMUKH VINAYAK SURYAJI	38
19	INGOLE ATHARV SANJAY	36
20	JADHAV ANIKET LAXMAN	Absent
21	JADHAV RANJEET ARUN	38
22	JADHAV VISHAL DATTATRAY	40




Principal
Shivratna Institute of Management
Studies, Shankarnagar-Akluj



SHIVRATNA INSTITUTE OF MANAGEMENT STUDIES, SHANKARNAGAR, AKLUJ

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(Affiliated to Punyashlok Ahilyadevi Holkar Solapur University, Solapur)
Phone : (02185) 222509, Mob.: 9822124191, 9011311406, 9975120093
Email : rmpakluj@gmail.com Website : www.simsakluj.org

मान्यता - 1. एनजीसी/२००९/(१८९/०१)/मशि-४ दि.१४ जुलै २००९
2. जा.क्र.शिससं/उशि/कोवि/५०६३ दि.२७ जुलै २००९
3. SOL/BCUD/AFFI/910/3289 Date - 01 Sept. 2009

Report on Short Term Add on courses

Academic Year: 2022-23

Name of course add on course: - Corporate Communication

Venue:- Shivratna Institute of Management Studies Shankar Nagar Akulj

Objectives

- 1) To discuss the various elements of corporate communication and consider their roles in managing organizations
- 2) To examine how various elements of corporate communication must be coordinated to communicate effectively
- 3) To develop a critical understanding of the different practices associated with corporate communication

1	Name of course	Add on course on Corporate Communication
2	Durations of course	30 hours
3	Number of Students	22
4	Number of Students Completed	21
5	Time	2.00 PM To 3.00 PM
6	Evolutions Process	Theory



The college provides add-on course to the students, with a central objective of supplementary their academic curriculum even as they pursue their own University course within the stipulated period.

The decided faculty took the classes at their schedule time between 2:00 P.M. to 3:00 P.M. in weekdays.

Students enrollment themselves to a while of course they completed the core successfully after completing the end course examination.

After completing theory as well as practical classes, the end terms examination was conducted on the 03/10/2022 exam and the result was declare. A total of 22 students were enrolled and 21 students secured divisions in their performances

Outcomes:

On completion of this course, learners will be able to:

1. Understand the scope of communication and learn its importance and implication strategies.
2. Recognize and learn the sub-skills of listening and speaking and be able to deliver effectively in the real time contexts.
3. Imbibe the mechanics of writing and construct effective paragraphs which befit in a longer composition.
4. Use different forms of written communication techniques to make effective internal and external business correspondence.




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