

**Centre for Career Services**  
**Communication for Engineers**  
**Unit- I**  
**Lecture Sheet**

**Faculty:** Mr. Bhavani Singh

**Topics:**

Formal letters- types, formats, Notice, Official Communication: Notice, Circular, Agenda, Minutes of meeting, Memo, Official Note, email; Significance of report writing, types: Oral, Written, Periodic/Routine, Special, Analytical, Informational, Formal, Non-formal, format of report- memo, letter, print, manuscript, proposal writing (internal external format)

Formal letters, purpose, types of formal letters- enquiry letter, order letter, acceptance letter, letter of complaint, apology letter, cover letter, sales letter, promotion letter formats, formal email- Do's and don'ts
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Formal letter writing: characteristics, format, language, salutation, purpose, notice and agenda Minutes of the meeting MOM activity and assignment submission post unit I completion
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Official Communication: how to write Notice, Agenda, Minutes of Meeting, Memorandum significance and types, format, Do's and don'ts examples
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Significance of report writing, types: Oral, Written, Periodic/Routine, Special, Analytical, Informational
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Report writing- Formal, Non-formal, format of report-memo, letter, print, manuscript, proposal- definition, types, writing- internal external format
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**Formal letters**

1. What are the different types of formal letters?
2. What are the characteristics of a formal letter?
3. What is the correct format for a formal letter?
4. What language should be used in a formal letter?
5. What are some tips for writing a formal letter?
6. What is the Do's and Don'ts of formal letter writing?
7. What are the differences between a formal letter and an informal letter?
8. What are some tips for writing a formal email?
9. Discuss email etiquettes in detail. Mention Do's and Don'ts of email.
1. What are some of the key characteristics of formal letter writing?
2. What is the correct format for a formal letter?
3. What language should be used in a formal letter?
4. What are some tips for choosing the correct salutation for a formal letter?
5. Write a letter to the HOD in order to enhance the operation of the school library.
6. Write a letter to the Dean complaining about ragging activities in the campus.
7. Write a letter to the Dean granting permission to conduct waste management/ai-robotics exhibition/science exhibition activity.

**Official Communication:**

1. What are the different types of official communication?
2. What are some of the key elements that should be included in a notice?
3. What are some of the key elements that should be included in an agenda?
4. What are some of the key elements that should be included in the minutes of a meeting (MOM)?
5. What are the Do's and Don'ts of notice?
6. What are the Do's and Don'ts of circular writing?
7. How is circular different from notice? Explain with an example.
8. What are the Do's and Don'ts of memorandum?
9. What are the Do's and Don'ts of agenda?
10. What are the Do's and Don'ts of minutes of the meeting?
11. What is the difference between a notice and an agenda?
12. What is a memorandum and how is it used?
13. What is the correct format for a memorandum?
14. What are some tips for writing a memorandum?
15. Draft a memorandum requesting employees to follow parking norms at the office.
16. Draft a memorandum informing the team about upcoming staff training.

**Additional questions:**

1. What are some common mistakes to avoid when writing formal letters or emails?
2. What are some resources that can help me to improve my formal writing skills?
3. How can I use formal communication to build and maintain professional relationships?