Chapter 1 🡪 Understanding workplace communication

Topic🡪role of communication, type of communication

Chapter 3🡪 adapting your words to your readers (discussion type er question thakbe and chapter summary pora lagbe)

Chapter 4🡪 Constructing clear sentences and paragraphs

Chapter 5 🡪 Writing for a positive effect

Topic 🡪 writing for a positive effect. What is the need of writing positive effect? Write short clear sentences with example? Simple sentence with limited word, you viewpoint. What is good will ending with example?

Letter, memo, email final e thakbe mid e nai ☺