

Forenoon - Session

classmate

Date _____
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Date - 20/5/2020

Course - Tcs 10n

Topic - writing email

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Sem. section - IV Sem 'A'

Report:

- * Ace Corporate interview :
 - + good assessment of yourself.
 - + Researching the organisation
 - + Updating your resume
 - + Preparing list of commonly asked questions
 - + Understanding venue details

Learn corporate Etiquette:

- * Business etiquette is all the rules that one has to follow when in a business environment.
- * Business card are used to build your contact list
- * always maintain distance of one arm when interacting with an acquaintance.

Write effective e-mail.

- * E-mail - Electronic mail. It is the information sent electronically b/w 2 or more people over a network
- * An email communication that happens in real time & can get an important data across the people in various geographies
- * It contains
 - 1. Address field.
 - 2. Subject.
 - 3. Salutation
 - 4. Text
 - 5. Complimentary close
 - 6. Signature