Business Communication Skills

# Assignments

* Create your LinkedIn profile and print snapshots of it.
* Search different fields on Upwork and Fiverr and their demand in industry.
* Search for Software Quality Assurance job titles.
* Create organogram of software house (Production & Marketing Dept.) and write their job titles and job description.
* Write about the formal workplace environment (physical and non-physical attributes). (handwritten)
* Write summary of chapter 7, 8 and 9. (handwritten)
* Search for 3 job advertisement and description.
* Write transmittal letters for above job advertisements.
* Create your curriculum vitae.