



IIT ROORKEE



NPTEL ONLINE
CERTIFICATION COURSE

Soft Skills

Lecture 26

Types of Business Writing Part II

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Notice, Agenda and Minutes

JACKSONS LTD

RIMJHIM ENCLAVE, SAHIBABAD-234076

19th July, 2016

The tenth meeting of the Board of Directors will be held as per the following schedule:

Date: 23rd July, 2016

Day: Saturday

Time : 3.45 PM

Venue: Board Room, Piyush Hotel, Sahhibabad.

The agenda is attached.

Atanu Kumar
Secretary

To: The members, Board of Directors



Notice, Agenda and Minutes

Minutes

- ❖ describe the happenings of the meeting.
- ❖ provide written description of the events of the meeting.
- ❖ are written by the secretary of the meeting.
- ❖ record logical sequencing of the happenings of the meetings.
- ❖ serve as records for future references.

Agenda

- List of items to be discussed in the minutes.
- Agenda is often attached to the notice.
- Informs members in advance about the matter to be discussed in the meeting.
- Prepared by the secretary in consultation with the chairman.
- The agenda is kept a secret during an urgent meeting.

Items of the Minute

- Name of the organization/office
- Date, time and place of the meeting
- Names of the members both present and absent
- Name of the Chairman
- Record of discussions
- Signature of the Secretary and the Chairman

Language

- ✓ Simple and to the point
- ✓ Written in the past tense
- ✓ Agenda is written on the left hand
- ✓ Details of minutes on the right hand

A Sample Minute

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Minutes of the 10th meeting of Board of Directors held on at 3.45 PM in the Board Room on 23rd July, 2016.

Present: Shri Suneel Kumar, Chairman
Shri B.K. Chauhan
Shri Naresh Puri
Shri Nikhil Kumar Pant



Contd.

Ms. Alka Rani

Shri Brijesh B Roy

Shri Atanu Kumar, Secretary

Absent: Shri Atul Prakash

Shri Pranay Anand



Contd.

10.01: Confirmation of the Minutes of the previous meeting

The minutes of Executive Council's meeting held on 23rd July, 2016 were read and approved by the members.

10.02: Chairman's report

The Chairman presented the last year's report. All the members expressed their satisfaction over the organization's performance.

10.03: Provision of laptops to office staff

The request of some senior staff for providing laptops to office staff was discussed. The Chairman expressed the organization's inability to provide laptops to all senior staff at the same time. Ms. Alka Rani proposed that the distribution can be done phase wise in three phases. Shri Brijesh B. Roy seconded the proposal and said that such a bid would prompt the office work and valuable data will be available without adding to the burden of too much paper work.

Contd.

10.04: Dividend to share holders

The Secretary proposed that in the light of the company's progress, all the share holders be given a dividend of 10 percent. Shri Naresh Puri also proposed that the employees of the organization should also be given company shares. While there was consensus on both the proposals, the provision for number of shares to an employee will be decided in another special meeting, the members said.

10.05: Any other matter

Shri Nikhil Kumar Pant suggested that the company's canteen should be asked to arrange food at subsidized rates as many employees (especially working in shift duties) find it difficult to bring since they are not able to bring food from their home. The Chairman assured that steps in this direction were being taken.

The meeting ended with a vote of thanks to the chair.

Suneel Kumar

Chairman

25 July, 2016

Atanu Kumar

Secretary

Electronic Mail

- One of the fastest modes of communication.
- Several advantages and disadvantages.
- Discretion to be used while drafting and sending an e-mail.
- Avoid using words in capital.



Contd.

- Avoid sarcasm and satire.
- Use subject lines judiciously.
- Watch your tone.
- Keep signature lines brief.



Research Paper

- A formal and systematic piece of writing structured from the findings of a research in a specific discipline.
- Creative and innovative idea.
- Process of discovering new and novel ideas to bring change.

Contd.

- Technical papers
- Conference papers
- Journal article
- A review article



Preparatory Steps

Planning and Process

- ✓ Selection of topic
- ✓ Literature review
- ✓ Outlining
- ✓ Statement of purpose
- ✓ Analysis

Sample Topics

- ❖ Misuse of Technology in Communication
- ❖ Importance of Soft Skills at Workplace
- ❖ Role of Media in Women Empowerment



Contd.

- Style: Formal, objective and scholarly.
- Proper Revision.

