



Business writing skills

➤ **Final assessment for Writing skills**

- In this activity you have to attempt following questions. You have to attempt the question carefully. You have to consider below points for attempting this session.
 - You have to attempt all the Questions.
 - Question format includes, APPLICATION WRITING, REPORT WRITING.
 - This section tries to focus on the articulation, creativity and command over writing skills.
 - Try to attempt the section in your own words, so as to get the best writing skills.
 - You have to score minimum 7 point to qualify this section.
 - You can either type or write it on plain white paper and upload it.
 - Remember that the handwriting should be legible and clean.
 - Illegible handwriting will not be evaluated.
 - You have to upload PDF file for final evaluation.

Best of Luck



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Application Writing

1. Write a job application to HR Manager of Techworld Solutions Private limited for job opportunity.

Report Writing

2. Write a report on Initiative taken by your company, on Corporate Social Responsibility, which you need to send to your manager.