



**CHANDIGARH  
UNIVERSITY**

Discover. Learn. Empower.

# **University Institute of Liberal Arts and Humanities**

Course Name: Communication Skills

Course Code: 20UCT-141/191

Faculty: Ms. Rajan Kangotra



**Office Order**

DISCOVER . **LEARN** . EMPOWER

# COURSE OBJECTIVES

The Course aims to:

1	Augment students overall communication and interpersonal skills by making them realize the importance of good oral and written English Language in professional life.
2	Enrich their reading capability with special emphasis on expanding vocabulary and grammatical formations.
3	Build exceptional reading and writing skills by correcting grammatical errors and pronunciation through practice.

# COURSE OUTCOMES

On completion, the students are expected to

CO Number	Title	Level
CO1	Produce correct contextual written text and speech in a wide range of communication situations.	Apply
CO2	Write original short compositions, in the form of paragraph writing, business correspondence, blogs etc. through logical support and argument.	Analyze
CO3	Demonstrate linguistic competence through accuracy in grammar, pronunciation and vocabulary.	Apply

OFFICE  
ORDERS

# Office Order

- Office order is a means of internal communication within an organization.
- The term 'order' generally means telling subordinates to do or refrain from doing a specific job.
- By passing an order, high level executives want their subordinates to carry out the order.



# Features of Office Order

- It is a means of Downward Communication.
- It carries a stamp of authority.
- People working at lower level are bound to accept this.



# Matters Concerned

It is used to communicate matters concerning:

Posting

Promotion

Suspension

Transfer

Imposing certain  
restriction

Disciplinary  
proceedings

Refusing leave  
to an employee

Termination of  
services

Granting /  
Withholding  
certain privileges

# Essentials of Office Order

- The order must be precise.
- It should be written in very simple words.
- The order should be written in unoffending language
- It should clearly specify for whom they are meant.
- It should be correct, short & to the point.
- It must contain specific instructions or directions for compliance.
- It must be authentic & duly signed by a competent authority.

# Poll Question 1

‘Transfer’ is one of the matters that is communicated through office orders.

- Yes
- No



# **SAMPLE**

**Aman Watch Company**

**New Delhi**

## **OFFICE ORDER**

**Reference :HR/2016/08**

**Dated: 15-07-2020**

**The management is pleased to grant the promotion to Mr.Ashish Sinha in recognition of his meritorious services to our organization for the last five years. With effect from 20-07-2020, he will hold the rank of Sales Manager and would be entitled to all the emoluments and benefits of this post.**

**Copy to:**

**Accounts Officer**

**Amit Sood**

**Human Resource Manager**

# DIFFERENCE

CIRCULAR	OFFICE ORDER	NOTICE
1. No order of any authority.	1. It is issued by the competent authority.	1. It is issued by the competent authority.
2. Circular is an information for all.	2. It is mandatory of compliance by all.	2. It is an advisory for all.
3. It is for specific purpose or event e.g. meeting etc.	3. It contains instructions related to office works, office hours, holidays, promotions etc.	3. They are pinned up on display boards in institutions, offices or public places.

# Differences contd.

CIRCULAR	OFFICE ORDER	NOTICE
4. It is usually printed with a space left for the name, addresses etc. in the columns.	4. It is issued periodically (every Monday/first week of month) and is predecided.	4. It is about the information which has already occurred or going to occur within a short period.
5. It is circulated to the intended viewers to make them aware of the same.	5. It is issued to the target group of people.	5.The purpose is to announce display information to a specific group of people.

# Poll Question 2

Tick the correct option that better suits to Office Order:

- is mandatory of compliance by all.
- is an information for all.
- is an advisory for all.

# Applications

- The instructions about the work related information by the organization helps to work smoothly.
- Correct grammar , punctuation and spellings are the keys in written communication , hence these can be improved with the practice.
- Technical words used in writing skills improve vocabulary .

# Assessment Pattern

**Students are assessed on the basis of the following parameters:**

- Hourly Tests - 2
- Assignments
- Surprise Test
- Quiz
- Student Engagement
- End Semester Exam

# References

- <https://www.pearson.com/us/>
- <https://www.atpeducation.com/home>
- <https://www.learnpick.in/prime/documents/notes/details/4727/memos-circulars-and-notice>
- Practical English Usage fourth edition by Michael Swan(Online book at Flipkart).



# THANK YOU

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