



**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

For queries
Email: communicationskills.uilah@gmail.com

