

Department: MME

Date: 13/06/20

Name of student: Siddant Vardley

Scholar No: 161119018

Semester: VIII

Regular

Subject Name: Professional Communication

Subject Code: HUM457

Subject Coordinator Name: Dr. Vinita
Mohindra

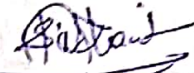
Signature of student:



Siddant Vardley

Date : 13/06/20

Sign :

Answer. 01

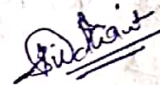
a.

Bhopal Trade Association

13th June, 2020

NOTICE

A notice is hereby given that a trade association meeting with respective board of directors will be held in the office at 7:00 pm on 16th June, Tuesday.

Siddant Vardey
Secretary

AGENDA :

Meeting information : Regarding COVID-19 on local business

Objective : assess the impact of COVID-19 on local business

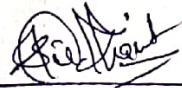
Date : 16th June 2020

Time of arrival : 7 p.m.

Action items

- 1) Minutes of last meeting
- 2) To assess the impact of COVID-19 on local business.
- 3) present condition of business hours.

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- 4) Any other business
- 5) Measures to be taken to overcome from the situation.
- 6) Precautions should be taken while doing business

b.

Bhopal Trade Association

Minutes of meeting

A meeting was held with board of Directors, on COVID-19 impact, on 16th June 2020, 7 P.M.

Present : All board members and directors

Siddant Vardey

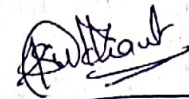


Secretary.

No. of minutes	Subject of minutes	Detail of minutes
1.	minutes of last meeting	<ul style="list-style-type: none"> o Situation before COVID-19 o policies by government.
2.	Impact of COVID-19 on local business	<ul style="list-style-type: none"> o Different sectors o government relief
3.	Present condition of business houses	<ul style="list-style-type: none"> o Consumer mental state
4.	Any other business	<ul style="list-style-type: none"> o other businesses.

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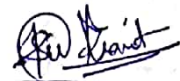
Sign :



No. of minutes	Subject of minutes	Detail of minutes
5.	Measures to be taken	<ul style="list-style-type: none">◦ Restarting business◦ Gathering workers
6.	Precautions	<ul style="list-style-type: none">◦ sanitizer, mask◦ Roundly temperature

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Sign:

Answer. 02Netiquette :

- * Netiquette is ~~an~~ short for internet etiquette.
- * Netiquette is a code of good behaviour on the internet.
- * This includes several aspects of the internet, such as email, social media, online chat, web forums, website comments, multiplayer gaming and other types of online communication.

Email Etiquette :

Email - etiquette refers to the principles of behaviour that one should use when writing or answering email messages.

5 important e-mail etiquettes are :

- (i) Include a clear subject matter —
 - * Always include a subject matter that clearly and briefly captures what your email is about.
 - * Don't capitalize all your letters, no matter how urgent your email is, because it is look like SHOUTING OVER EMAIL.

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Sign: Pudhant

(ii) Use of appropriate greeting —

- * Greetings are hotly debated.
- * Greetings depends on the recipient. If you are writing to a close colleague or your team, an informal 'Hi' will be sufficient.
- * Writing in a chain of emails where the context has already been established in a prior email, then its fine to write with no greeting.
- * Writing to someone whom don't know so well, then always add a formal salutation and an introduction.

(iii) Be wary of using humor or colloquialism across cultures —

Be aware that funny sayings or colloquialisms may be completely misconstrued by your colleagues in overseas offices.

(iv) Considering purpose of email —

- * Always state if your email needs an action and by then when.
- * Open-ended emails can be confusing. Having an action or even letting the recipient know that no further actions is required is helpful.
- * Visualize what you want to achieve and modify your language as such.

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Sign: Shubham

(V) Always spell check —

- * sending emails with spelling mistakes and grammatical errors can be angry or impatient for colleagues.
- * They could imply that you're too lazy to use the spell checker before clicking send.
- * Take time to re-read your emails, make sure they make sense and have the right tone before you send them.

Answer. 03

Traits required to become good leader. —

(i) Honesty & integrity

Leaders succeed when they stick to their values and core beliefs and without ethics, this will not be possible.

Honesty & integrity are two important ingredients which make a good leader.

(ii) Confidence

To be an effective leader, one should be confident enough to ensure that others follow his/her commands.

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Sign:

Bidant

(iii) Inspire others

If one is successful in inspiring his subordinates, he can easily overcome any current and future challenge easily.

A Leader should think positive and his positive approach should be visible through his actions.

(iv) Good Communicator

It will be very difficult to achieve results as a Leader until leader clearly communicate his visions to your his teams and tell them the strategy to achieve the goal.

(v) Decision-making Capabilities

Apart from having a futuristic vision, a leader should have ability to take the right decision at right time.

* once a decision is taken, stand by it.

(vi) Creativity & innovation

Innovation distinguishes between a leader and a follower.

Creating thinking makes a leader and his team stand out from the crowd.

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Signature :

Answer : 04

a. "I will encourage that employee to work hard for better as getting jobs is not easy. If the situation worsens where I find he/she not working upto the mark or bunking, he or she has to be fired for not cooperating. Also I will first talk to ~~an~~ my subordinate whether he/she understand the task or is overwhelmed by the assignment."

b. "Both the sectors are very challenging & dynamic as well, but according to me salary plays a important role in lifestyle which is very good and high in private sector as compared to public sector, but a public sector gives job guarantee and security which is very important. A private sector can fired me any time as there is no job security. so I will choose a public sector rather than private sector But If a company like yours giving me

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job security, it will be my honour to work with you. As your MNC is well established and has a high growth rate, it is better than many public sector jobs, which itself is an example to an ideal company."