



SARDAR PATEL COLLEGE OF ENGINEERING

SARDAR PATEL EDUCATION CAMPUS

Subject: Effective Technical Communication
Subject Code: 3130004

Course: B.E 3rd Semester
Branches: All

ASSIGNMENT –02

Etiquettes:

1. Write a note on etiquette that one should follow while receiving or placing a call for business purposes?
2. Discuss the manners and etiquette that one should follow while on a business trip to a foreign country?
3. Define the term 'Small talks' and discuss its relevance in professional communication.
4. Learning to say NO is important but equal importance should be given in knowing when to say NO. List and discuss the situations when one should say NO.

Date of Display: 09/09/2019

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X

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Subject Coordinator