

BA 5111 SPOKEN AND WRITTEN COMMUNICATION

Assignments

1. Write an E-mail to your friend to congratulate his/her victory
2. Prepare a greeting card to wish your friend on any special occasion
3. Write a letter to convey the information of purchase details to your supplier
4. Participate in a Group discussion on the topic given.
5. Take up a Mock interview.
6. Do a Role play, take video and post in website within the time frame.
7. Prepare your resume and apply for a job with cover letter
8. Write a book review and make a presentation
9. Watch a video given and make a 5 minutes presentation of the contents
10. Make a presentation about a Company/CEO/Business leader of your choice
11. Develop a Questionnaire
12. Write a Research paper
13. Write a case study on a simple day-to-day problem faced by customers/people.
14. Write a travelogue on your recent trip.