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Assignment 2 Business communication

1. A
2. D
3. D
4. C
5. B
6. B
7. A
8. C
9. D
10. A

2.A Minutes of the second meeting of the board of Directors of IT company held on 1st August 2021, at Hall from 10.30 a.m.

Present:

- 1) James
- 2) Ali
- 3) Sam

Inattendance:

- 1) Pooja
- 2) Devika
- 3) Kushi

Company Secretary
Karana

Chairman for the meeting
Mr Bob was elected as the chairman for the meeting

Agenda:

To continue the previous meeting and resolve the issue kept for the second meeting

1) First problem

It was resolved that..

2) second Problem

Next board meeting

It was decided to hold the next board meeting at 10.30 a.m on Friday 10th November 2021 at Hall

Conclusion of meeting

The meeting concluded at 1. pm

Date: 1st August 2021

Signature of Chairman

2B. Visual focus audience attention.

They help both the speaker and the audience. The speaker has them for orderly presentation of points, to illustrate with a diagram to exhibit data.

Type:

Posters

Flip chart

Overhead projector

Powerpoint

2C. Long cycle process.

A detailed reading of the case and then analysing the case.

Opening Paragraph: introduces the situation

Background information: Industry, products, history

Specific area of interest: ~~marketing~~^{marketing}, finance

Specific problem or decision to be made

Alternatives open to the decision maker

Conclusion: set up the task, any constraints

Read the case thoroughly

Define the central issue

Define the firm's goal

Identify the constraints to the problem

Identify all the relevant alternatives

Select the best alternative

Develop an implementation plan.

2D Date: 15 August 2021

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YOUVA

To,
Mr. Jaxer

This is to your recent interview for the post of accountant in our company and we are pleased to inform you that we are offering you the position with our company effective from 18 August 2021 under the following conditions:

Salary - Rs 50000 per month

Probationary period - 6 months

Working hours: Monday to Friday from 9 am to 6 pm
Saturday and Sunday off

Leave policy - 3 sick leaves

We congratulate you on your appointment and wish you a long career with us.

With best wishes,

The IT company

3. Yes, listening patiently is an important skill. It helps to obtain all necessary information. For example, if in a meeting the Chairman is speaking and if the directors are not listening, this might cause some issues if the directors are given some assignments which are related to what the chairman spoke.

So listening helps to prevent confusion and helps in doing completing whatever task is assigned properly.