

Business Communication Assignment - 2

Roll No. 703

Atharva Padwal.

Unit 1 & 2 & 3

Q1.

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

Q2.

A

XYZ Telecom - Limited

Minutes of the second meeting
of the board of directors
held at the head office
of the company (16C, XP Road,
Andheri, Mumbai) at 4:00 PM,
on 1st October, 2021

Present: Shri A.B. Modi Chairman

Smt. C.D. Shah

Shri X.Y. Advani

Shri S.K. Malhotra

} Directors

Absent - Shri C.M. Shah

4.01 Confirmation of the Minutes of the last Meeting
The minutes of the meeting held on September 2nd, 2021 were approved by the Board and signed by the Chairman.

4.02 Confirmation of Appointment of Directors
The secretary reported that all the Directors present had accepted the office and signed the agreement to take the required number of qualified shares. He also stated that these documents had been filed with the Registrar of Companies, Maharashtra State.

4.03 Appointment of the Manager for Advertising
It was resolved that Smt. Pooja Srivastava be appointed Manager of the Advertising Department of the company.

4.04. Date of the next meeting
The Secretary was directed to set the next meeting on 4th November 2021.

A. B. Modi
Chairman

C. Dennis
Secretary

3 4th October 2021

Q2B Visuals focus ~~to~~ audience attention. Learn to handle your visual properly without getting confused. 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. The audience gets reinforcement through the eyes for what they ~~have~~ hear, and can see a visual summary of points. You can use any one of the following:-

1. Posters can be displayed anywhere. Though this is old-fashioned, marketing persons going to rural areas ~~having~~ have found this is a very dependable method.
2. Flip chart requires an ~~and~~ easel or stand. It is the most useful for interactive presentations.
3. Overhead projector (OHP) is very popular and available in most places. Make ~~slid~~ slide on good quality transparencies. Put only six line or less in one slide.
4. Powerpoint projection can be used if available. Keep the slides simple. Avoid too much movement or colour. Don't use sound to accompany the slides.

Q2C Long cycle process

- The long cycle process is the second step in ~~the~~ process of preparing a case study:

~~Q2~~

The test consists of 2 parts :-

- i. detailed reading of the case and then,
 - ii. Analysing the case
- When you are doing the detailed reading of the case study

- Opening paragraphs: introduce the situation
- Background information: industry, organization, products, history, competition, financial information and anything else of significances
- Specific areas of interest
- Specific problem or decisions to be made
- Alternatives open to decision maker.
- Conclusion

Most, but not all case studies follow this ^{format} ~~format~~.
The purpose is to understand the situation and decisions that will need to be made.

Seven steps to analyze a case :-

- Read the case thoroughly
- Define the central issue.
- Define the firm's goals.
- Identify the constraints to the problem.
- Identify all the relevant alternatives
- select the best alternatives
- Develop an implementation plan.

Q2D.

Mr. Atharwa P
M-401, 3rd Street
Spring Township,
Mumbai - 400101

To,
Mr. Sammer Pen,
A-301, Spring Leaf,
Lokhandwala,
Mumbai - 400003.

Subject: Acceptance for application to the position of Accountant.

Dear Sir,

We received your application on 3rd of October, 2021 for the position of Accountant. We are pleased to have you as an Accountant in our company's Mumbai Branch.

We saw your application ^{experiences} which gave us an insight on your previous in several top firms and were impressed by your experience and past work projects. We would like to take you ~~on~~ on board our Forensic accounting team where you will be working several members with similar experience such as yours. Given your experience, we do find that your expertise will help us in our goal to be the best firm in forensic accounting in the country.

As you have been accepted in our company, we request you to send your PAN details and

address proof for the HR team. We also ~~need~~ need you to confirm if you have a prior account in HDFC Bank. If not, then one ~~new~~ salary account shall be made one for you.

Yours sincerely,
Arun Padwal

~~Enclosed: Appointment letter, Company Bylaws~~
Enclosed: Appointment letter, Company Bylaws

Q3.

Listening has several advantages.

- i. It helps to know the organisation.
- ii. Listening helps makes better policies.
- iii. Listening reduce the complaining employees.
- iv. Listening is important for the success of open door policy.
- v. Listening helps to spot sensitive areas before they become expensive.

Listening Patiently is an important skill because the speaker is entitled to be heard. This is because even if the speaker is wrong, his approach could be rectified. An example of this is a modelling process. ~~In an~~ In an actuarial job, if the modelling process done by me has a small error in some place, it still yields results based

on an entire approach. This approach can be rectified easily by fixing the error. My boss will help me fix this error after hearing me. and hence

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