



**Bharati Vidyapeeth Institute of Technology
Navi Mumbai**

A Workbook / Manual for

Business Communication using Computers

(Electronics/Mechanical/Computer group-22009)

Semester- II

Diploma All Courses



**MAHARASHTRA STATE
BOARD OF TECHNICAL EDUCATION
Certificate**

This is to certify that Mr/MsRoll No.....of
Second Semester of Diploma in(.....2I) of
BharatiVidyapeeth Institute of Technology, Navi Mumbai (Code:0027)has completed
the Practical Activities(PA)satisfactorily in the course-BUSINESS
COMMUNICATION USING COMPUTER(BCC-22009) for the academic year 20__
- 20__ as prescribed in the curriculum.

Place:

Enrollment No:

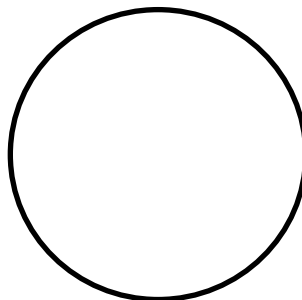
Date:

Exam. Seat No:

Subject Teacher

Head of the Department

Principal



For AICTE Diploma Courses with Effect from 2017-2018

Maharashtra State Board of Technical Education

STUDENTS PROGRESSIVE ASSESSMENT SHEET (PA)

Academic Year: 20__-20__ Name Of The Faculty:.....

Program: Course & Code: Business Communication using Computer(22009)

Name of Candidate: Enroll No:..... Roll No:.....

Semester:Second

Marks: Max - Min-

Sr. No	D.O.P	D.O.S	Name Of Experiment/Assignment	Total marks Out of(10)Per Exp.	Dated Sign Of Teacher
1			Importance of business communication		
2			Draft a job application letter with resume.		
3			Body languages used at workplace		
4			Minutes of meeting		
5			Importance and guidelines of Presentation skills.		
6			Progress Report.		
7			Debate on types of communication.		
8			Industry Report		
9			Complaint letter .		
10			PowerPoint presentation.		
11			Principles of effective communication.		
12			Non-verbal codes with examples.		
13			Importance of personal appearance.		
14			Draft Memo		
15			Barriers to communication using case study.		
16			Present a technical paper.		

Signature of Student

Signature Of Faculty

Bharati Vidyapeeth Institute of Technology, Navi Mumbai.

Assignment No: 1

Title: Importance of Business communication for an
Organisation

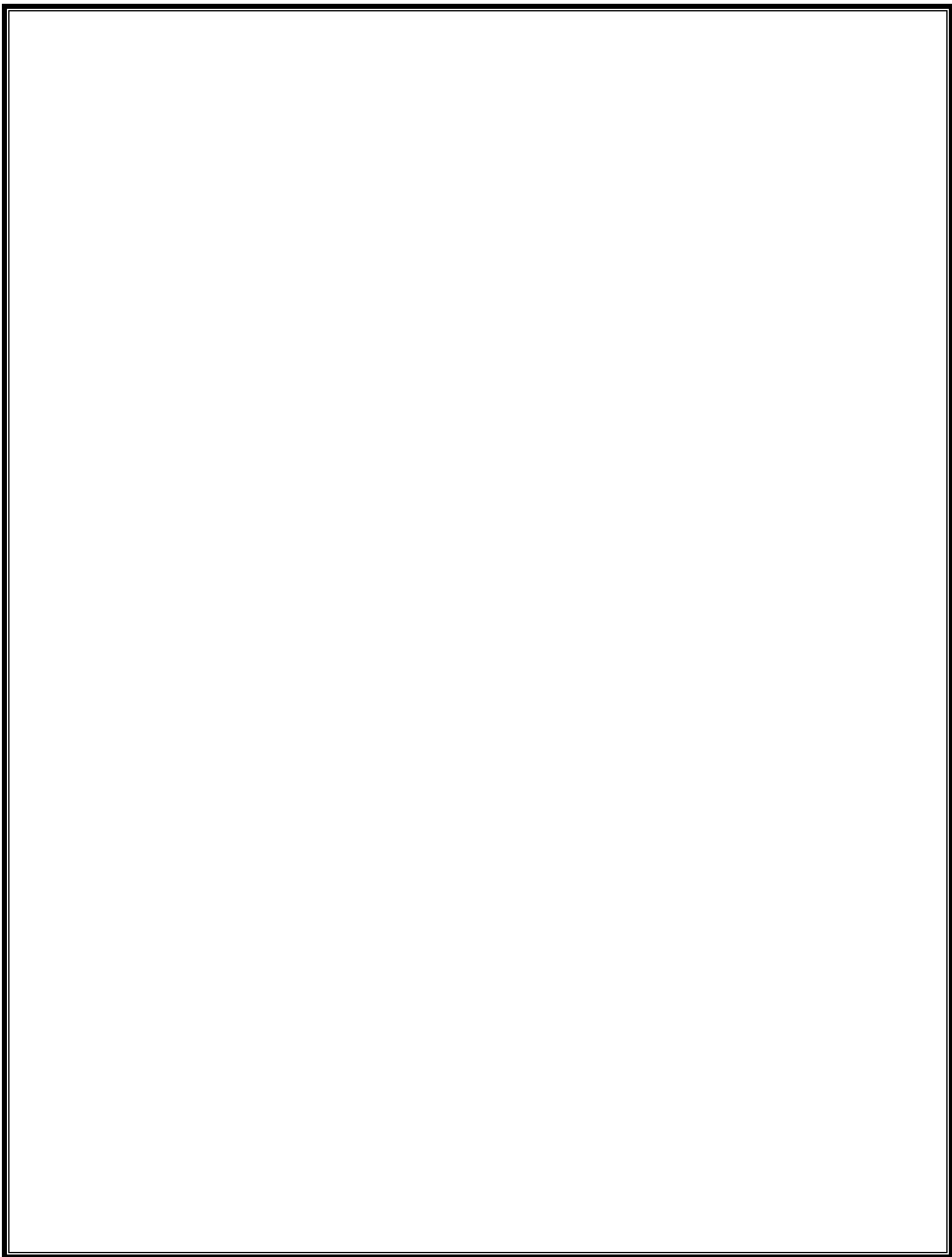


Assignment no-1

Ques. Explain the importance of Business Communication for an Organisation using case study.

(Teacher can inform students to find such a case which proves Business Communication is important for the growth of organisation as well as individual.i.e any person,any case, example .

- i). Communication with examples.
- ii). Business Communication.
- iii). Importance of Business Communication.
- iv). Case study.



C (4)	P(4)	A(2)	Total (10)	Dated signature of staff

Bharati Vidyapeeth Institute of Technology ,Navi Mumbai.

Assignment No: 2

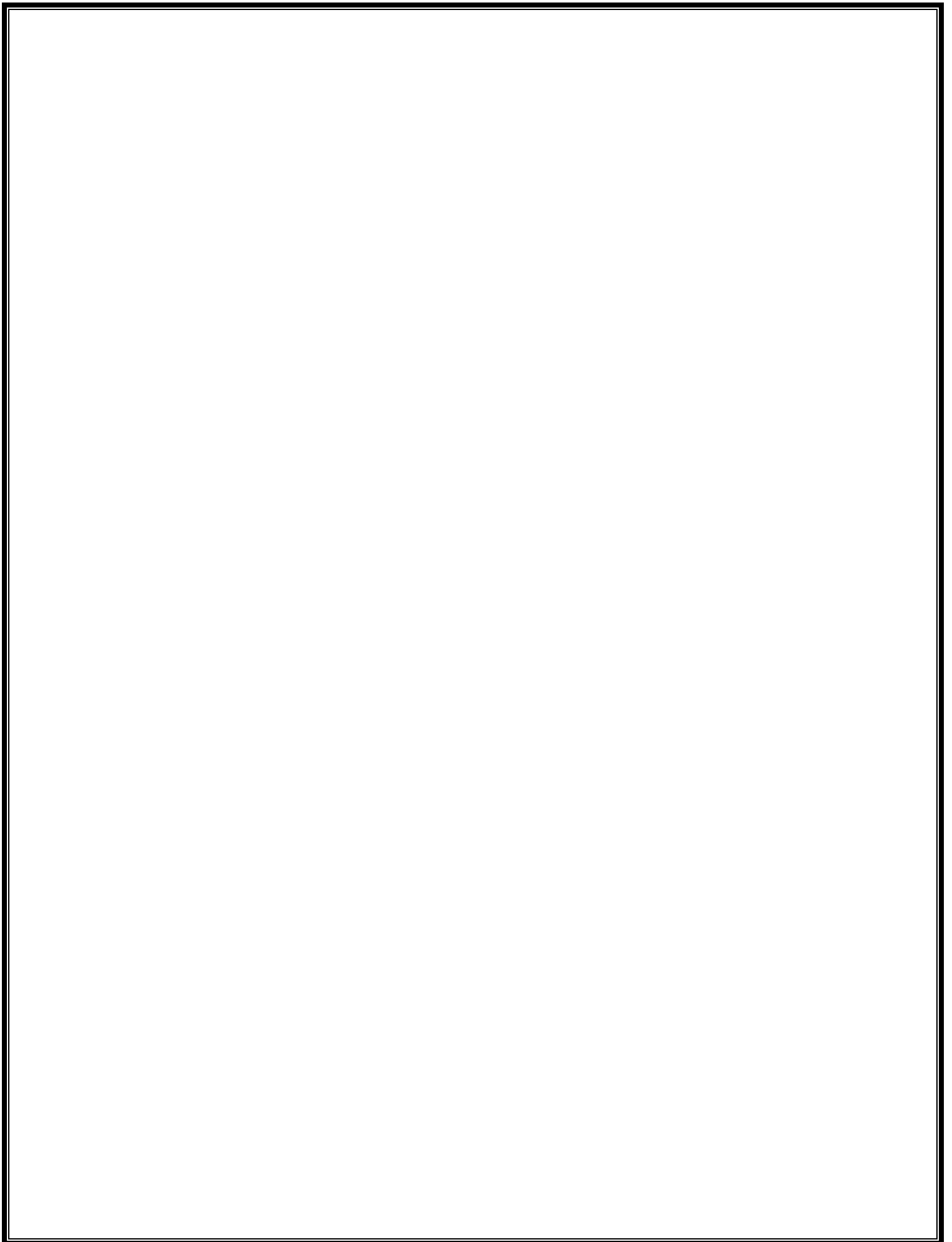
Title:Job Application letter with Resume



Assignment no-2

Ques. Draft a job application letter with resume using computer.

(Teacher can inform students to write/type job application letter, take print of it and paste in the manual.



C (4)	P(4)	A(2)	Total (10)	Dated signature of staff

Assignment No: 3

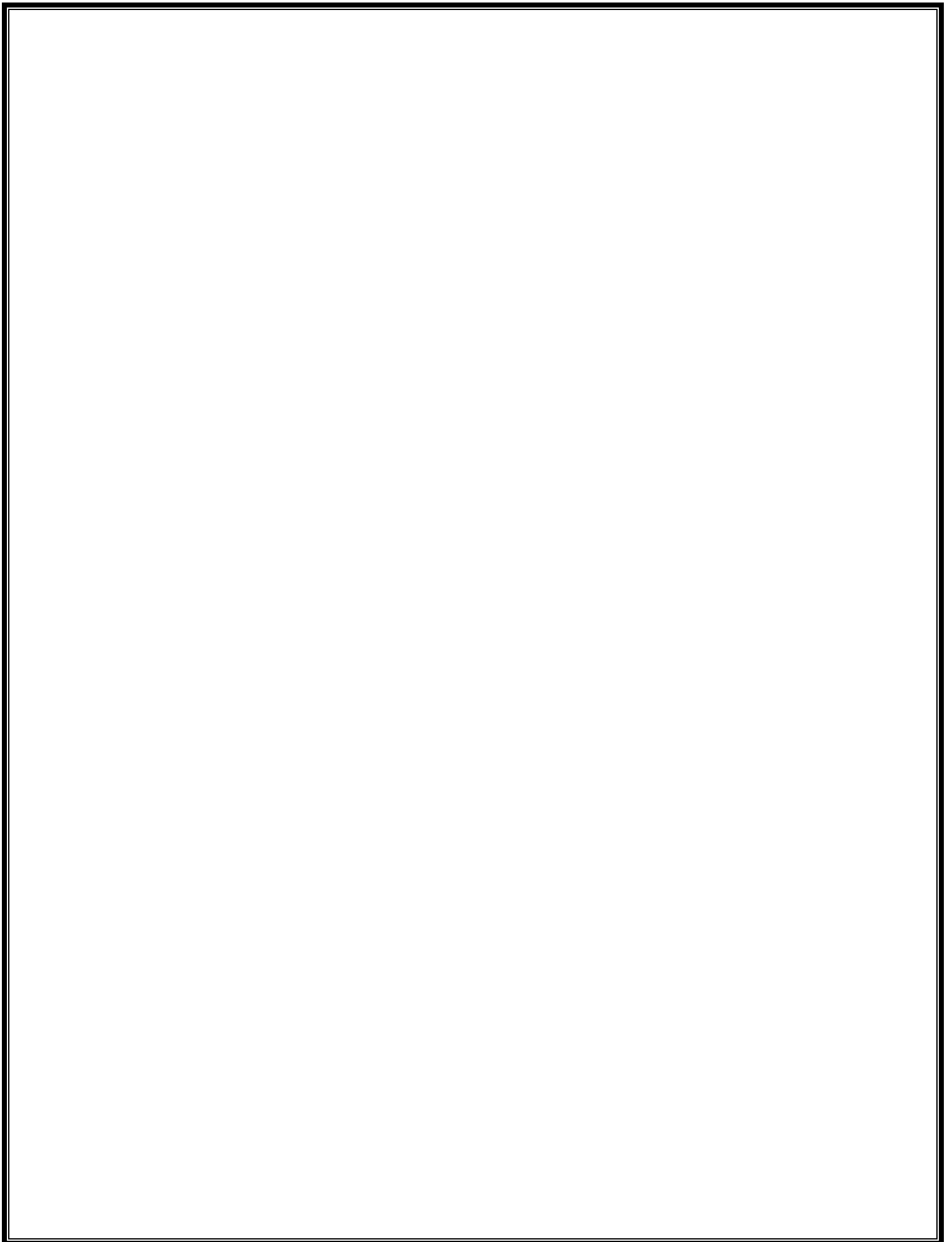
Title:Body Languages used at Workplace



Assignment no-3

Ques.Mention the examples of body languages used at workplace with suitable pictures and images.

(Teacher can inform student to find maximum 15 pictures of body languages used at workplace and explain it's meaning.



C (4)	P(4)	A(2)	Total (10)	Dated signature of staff

Bharati Vidyapeeth Institute of Technology ,Navi Mumbai.

Assignment No: 4

Title: Minutes of meeting



Assignment no-4

Ques.Prepare minutes of meeting and mail it to given Email Address.

(Teacher can inform students to write minutes of meeting and send it to Email Address. Ask student to take print of it and paste in the manual.

C (4)	P(4)	A(2)	Total (10)	Dated signature of staff

Bharati Vidyapeeth Institute of Technology ,Navi Mumbai.

Assignment No: 5

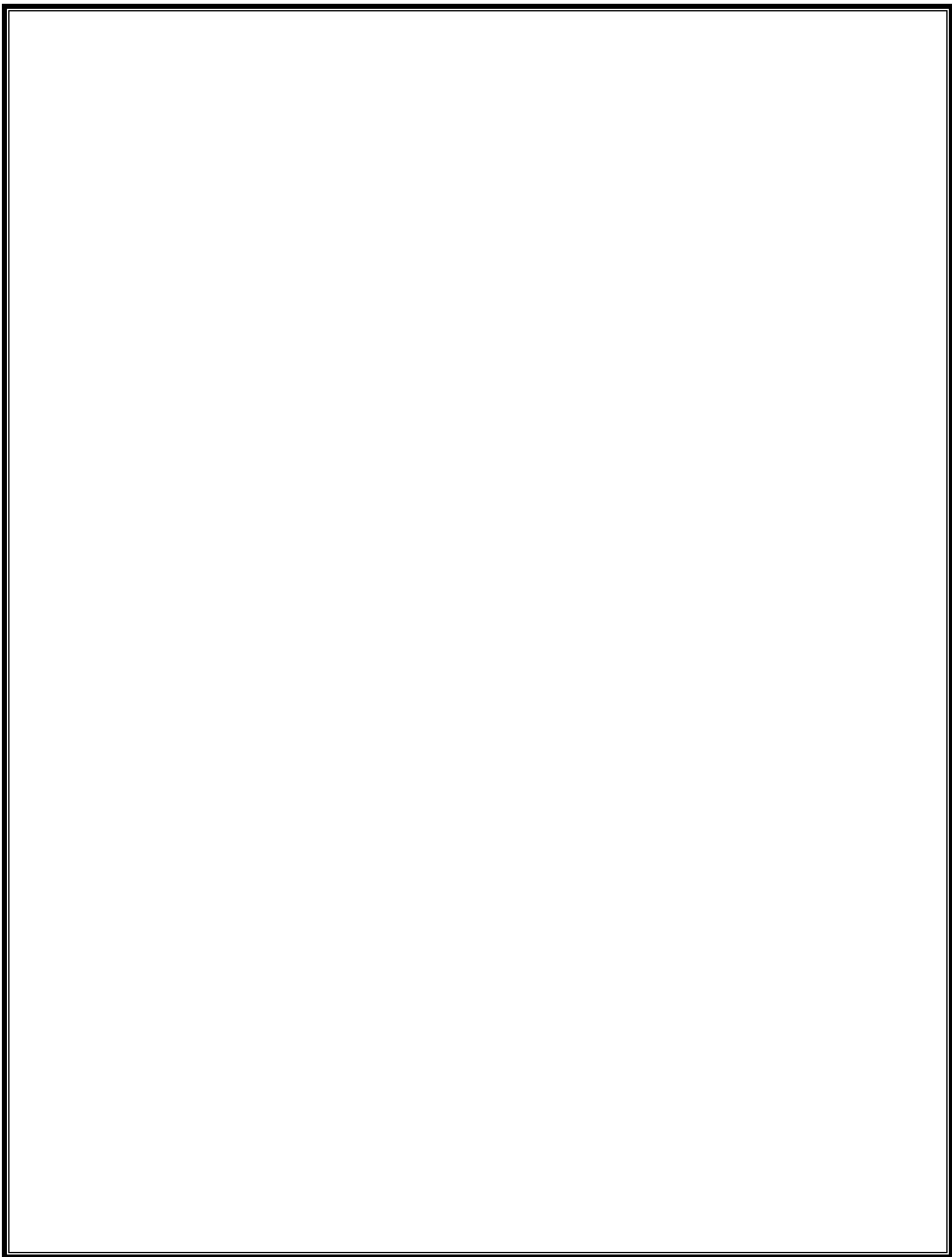
Title:Importance and Guidelines of Presentation Skills



Assignment no-5

Ques. Write the importance and guidelines of presentation skill.

(Teacher can inform students to write the importance of presentation skill and write one by one guidelines of presentation skill.)



C (4)	P(4)	A(2)	Total (10)	Dated signature of staff

Bharati Vidyapeeth Institute of Technology ,Navi Mumbai.

Assignment No: 6

Title:Progress Report



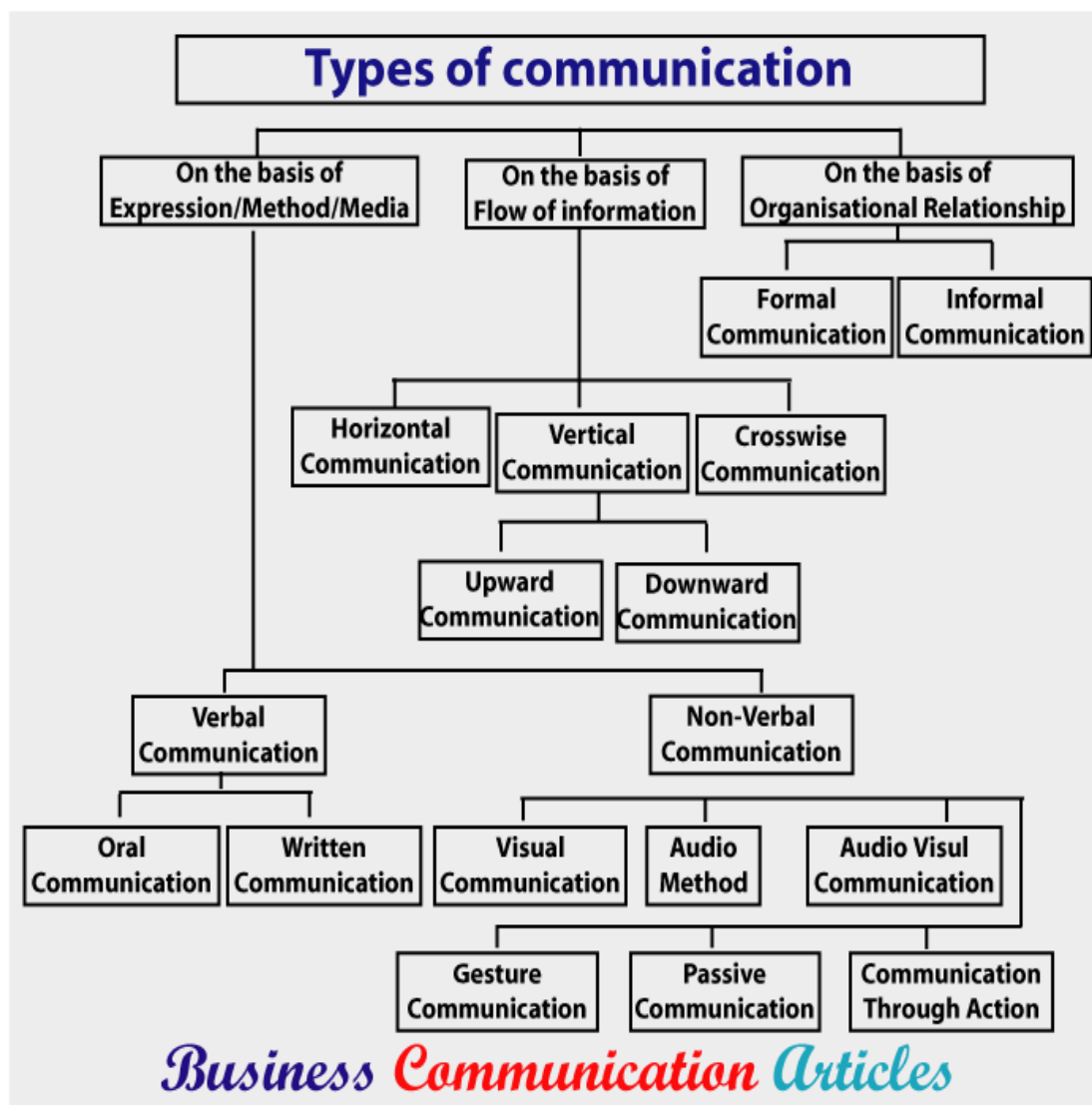
Assignment no-6

Ques. Draft a detailed progress report.

C (4)	P(4)	A(2)	Total (10)	Dated signature of staff

Assignment No: 7

Title:Types of Communication



Assignment no-7

Ques. Organize a debate on types of Communication.

(Teacher can give this topic for self-study and inform to come with preparation for debate and write all the types of communication with example in the manual.



C (4)	P(4)	A(2)	Total (10)	Dated signature of staff

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Assignment No: 8

Title:Techniques of Summarizing industry report



Assignment no-8

Ques. Summarize an industry report with techniques of summarizing.

C (4)	P(4)	A(2)	Total (10)	Dated signature of staff

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Assignment No: 9

Title:Complaint Letter



Assignment no-9

Ques.Draft a complaint letter on given topic.

(Teacher can give topic to students to draft a complaint letter, type it, take a print of it and paste it in the manual.



C (4)	P(4)	A(2)	Total (10)	Dated signature of staff

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Assignment No: 10

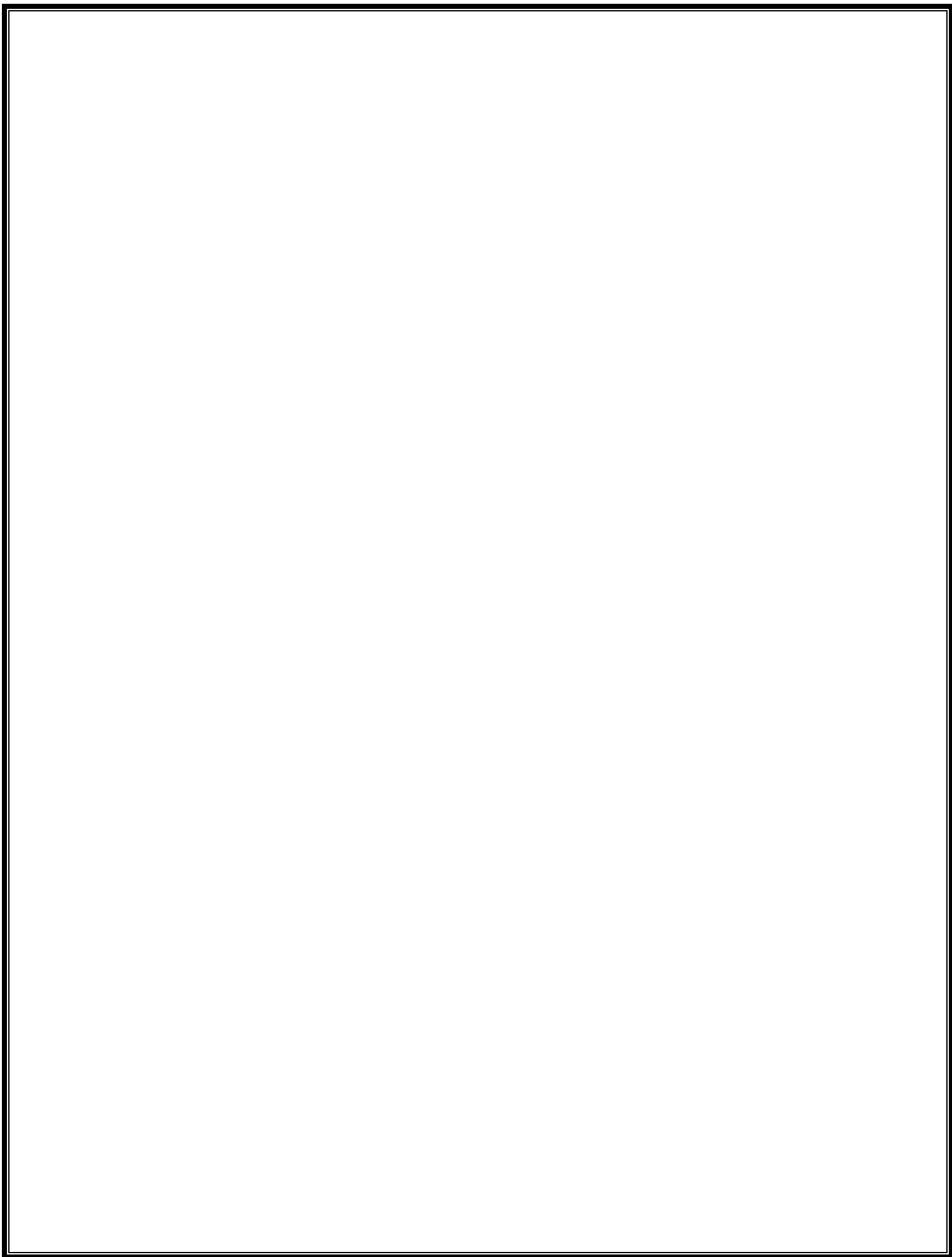
Title:PowerPoint Presentation



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Assignment no-10

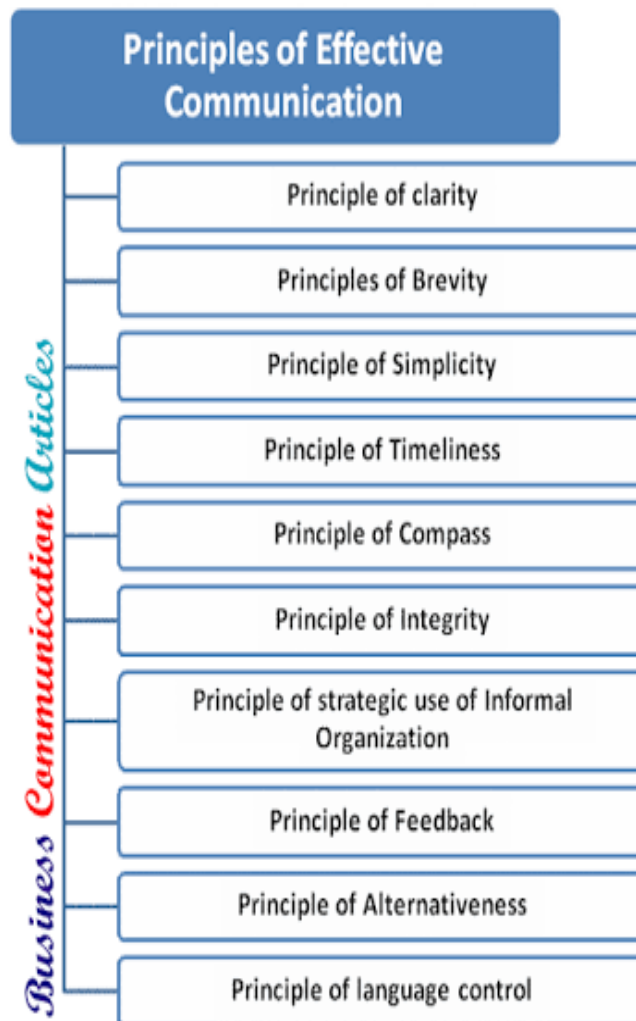
Ques.Design a power point presentation on any technical topic.



C (4)	P(4)	A(2)	Total (10)	Dated signature of staff

Assignment No: 11

Title: Principles of effective Communication



Assignment no-11

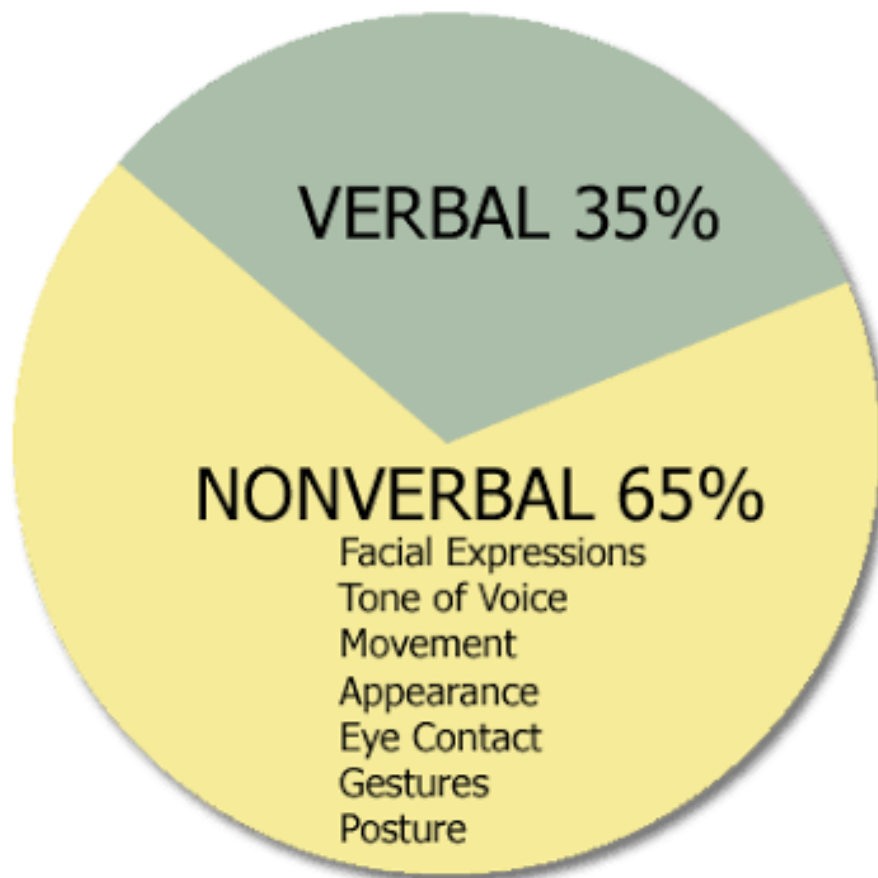
Ques.Explaineight principles of effective communication.



C (4)	P(4)	A(2)	Total (10)	Dated signature of staff

Assignment No: 12

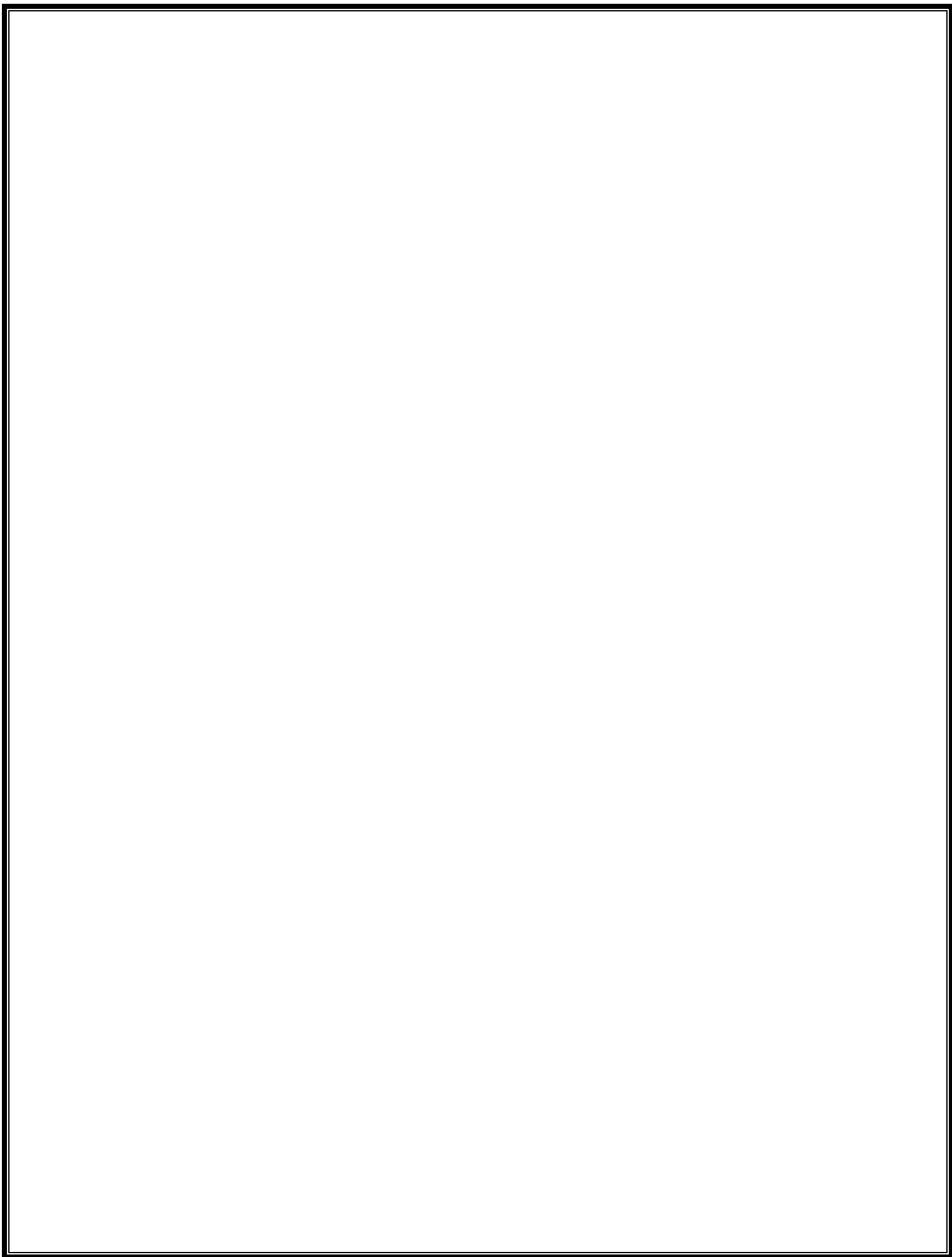
Title:Non-Verbal Codes



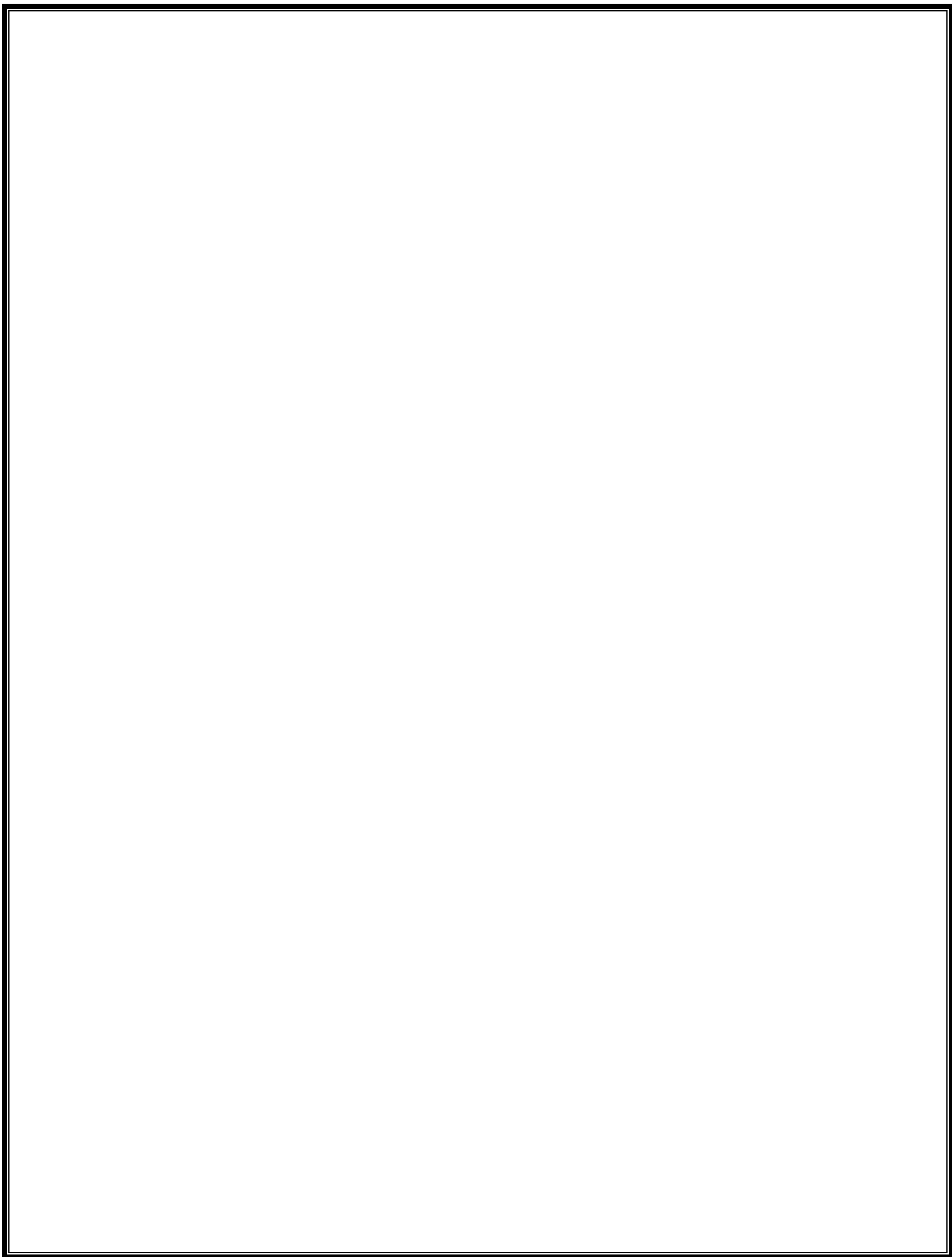
Assignment no-12

Ques. Explain various non-verbal codes with examples.

(Teacher can inform students to find 5 pictures of each non- verbal code and write it's meaning.









C (4)	P(4)	A(2)	Total (10)	Dated signature of staff

Assignment No: 13

Title:Importance of Personal appearance

Good Grooming vs. Bad Grooming

27.5%

think that it shows their interest in the position

24.8%

think that it shows the candidate has good character

20.2%

think that it is an important job requirement

60.2%

think that it's important to appear fit, healthy, clean, happy, energetic, confident and well dressed

48.5%

spend a moderate amount of their income on grooming and clothes

75.8%

make a considerable effort in looking after their appearance



51.9%

say that tattoos and piercings are not allowed in their office

77.3%

think that you risk being negatively judged on your personal grooming and clothes

46.4%

are not aware of the company dress code and found out about it later

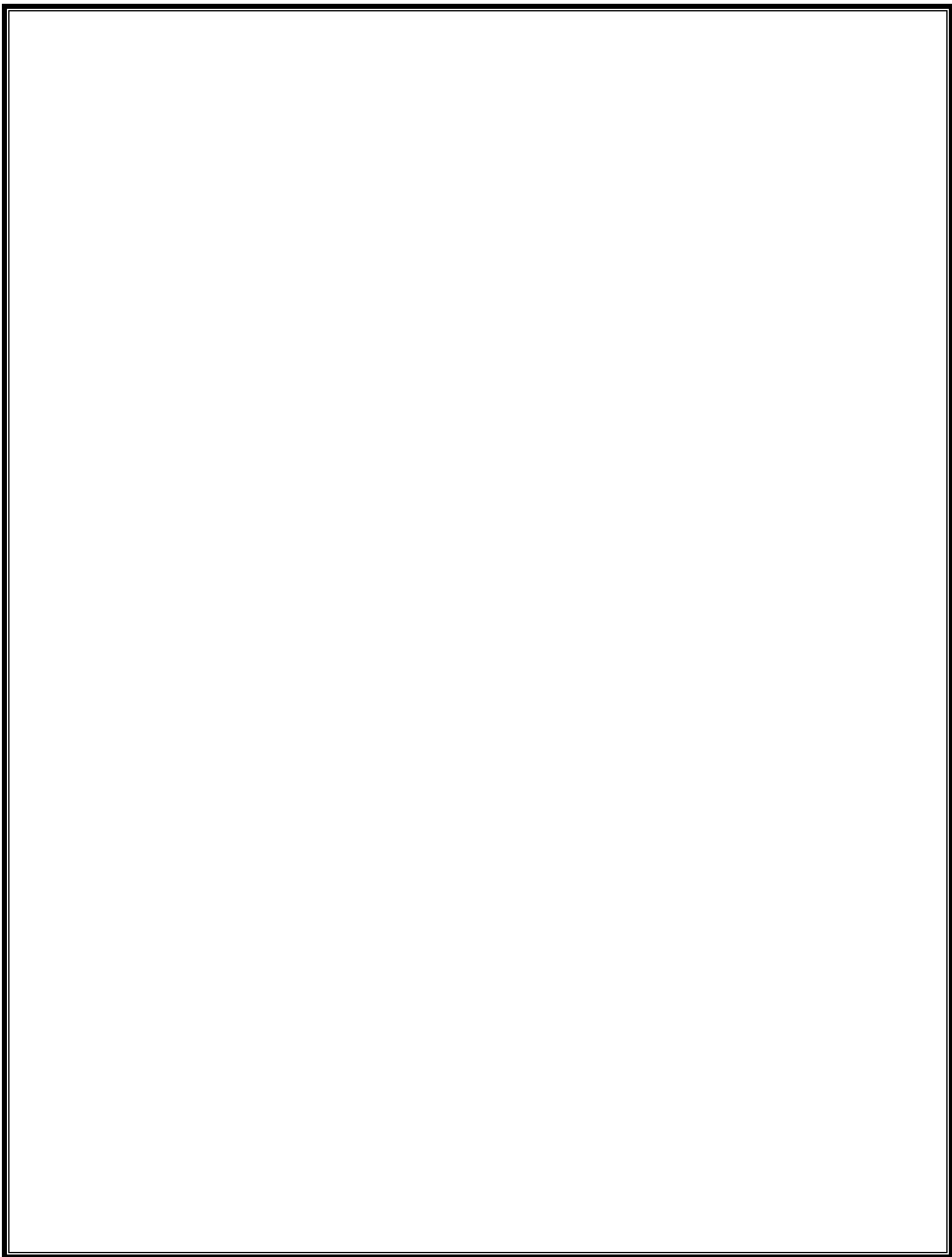
TIP

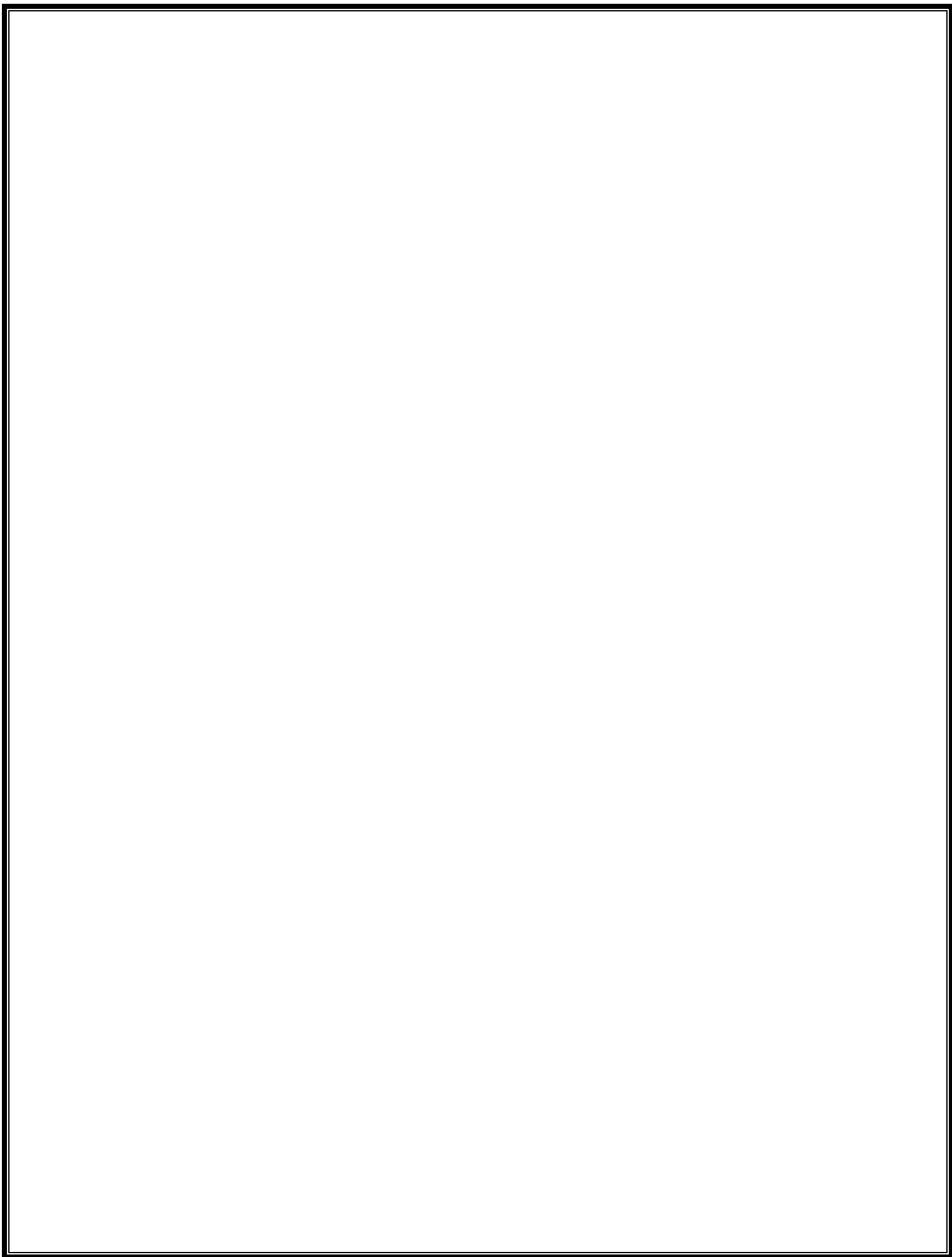
Three basic rules for making the right impression at work:

1. Presentation does count
2. A casual office environment doesn't mean that you have to dress carelessly
3. Dress as you want to be seen. a person who takes their job seriously, is professional, and upward-bound*

Assignment no-13

Ques.Explain the importance of personal appearance stating tips of grooming for a professional.(Write illustration in details with pictures and meaning.





C (4)	P(4)	A(2)	Total (10)	Dated signature of staff

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Assignment No: 14

Title:Memo



Assignment no-14

Ques. Draft a memo on given topic. (Write it,Type it and paste in the manual by taking proper print of it)

C (4)	P(4)	A(2)	Total (10)	Dated signature of staff

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Assignment No: 15

Title:Barriers to Communication

DIFFERENT TYPES OF BARRIERS

(CONTINUED...)



Assignment no-15

Ques. Present any two barriers to communication using case study.

C (4)	P(4)	A(2)	Total (10)	Dated signature of staff

Bharati Vidyapeeth Institute of Technology ,Navi Mumbai.

Assignment No: 16

Title:Technical Paper Presentation



PAPER PRESENTATION

Assignment no-16

Ques. Present a technical paper using IEEE format.

C (4)	P(4)	A(2)	Total (10)	Dated signature of staff