

SUBJECT

-

ENGLISH

BASICS OF COMMUNICATION

Man is a social animal. He can't live alone. He loves to share or express his views and feelings to other human beings. For this he needs communication. Communication is as old as man himself. It helps us to understand others and also to make ourselves understandable to others. This is a process through which we express our views, ideas, opinions, feelings to others.

Communication is a two way process. It means the presence of minimum two minds is essential for communication. This is to convey a message by one person to the second person so that the second person may understand, follow and implement the message. Communication can't be possible if one person is unable to understand the message communication does not mean only oral or written messages. It includes everything that may be used to convey the meaning to the second person. For example, movement of lips or the wink of an eye or wave of hands may convey more meanings than even spoken or written words.

Communication is the ability to live in the better and the organised society. As per Cambridge Advanced Learner's Dictionary, communication means the act of shared information with others by speaking, writing, moving your body or using signals. Languages help us to communicate. For instance, we have the international language *i.e.*, English. With the help of English language, we can communicate with the people of different nations. The very latest information technology is the central aspect of the overall communications strategy within an organisation.

1.1. DEFINITIONS AND PROCESS OF COMMUNICATION

1.1.1. Definitions

In the words of **Cyril L. Hudson**, "*Communication in its simplest form is conveying of information from one person to another.*"

In the words of **Newman and Summer**, "*Communication is an exchange of facts, ideas, opinions or emotions by two or more persons.*"

According to **Fred G. Meyer**, "*The act of making one's ideas and opinions known to others.*"

In the viewpoint of **American Society of Training Directions**, "*Communication is the interchange of thought or information to bring about mutual understanding and confidence of good human relations.*"

It is the ability through which communication takes place among clients, colleagues, supervisors and subordinates in professional and person environment.

It is an art of persuasion by using oral and written language. Communication also includes a larger number of actions, events, experiences, happening and meanings.

1.1 MEANING AND DEFINING COMMUNICATION

The word **communication** is derived from the Latin word, '**Communicare**' or '**communico**' both of which means is to share or exchange. to convey, 'to import', to transmit.'

It means communication is the sharing and understanding of ideas, facts, opinions and feelings with a common system of symbol, signs, behavior, speech, writing, or signals. Human communication refers to the social interaction of sharing information for the purpose of understanding and social contacts. Communication happens at many levels, in many different ways and for all beings. It is the oldest process which started with the human production system. It is basic need of the human being and must be learnt by each one for better understanding of society as well as human nature. Communication process is a sequence of activities in which message is transferred from sender till received/understood and responded by the receiver. This process consists of few components inter-related to complete the process successfully and effectively.

In order to understand the term communication, it would be useful to have a look at some definitions given by experts.

✓ **Keith Davis** states that, '*Communication is a process of passing information and understanding from one person to another*'.

Louis A. Allen says, '*Communication is the sum of all the things which a person does when he wants to create understanding in the mind of another. It involves a systematic and continuous process of telling, listening, and understanding*'.

The Oxford Dictionary defines communication as the imparting or exchanging of information by speaking, writing, or using some other medium'.

F.G. Meyer defines communication as 'the intercourse by words, letters or messages, the intercourse of thoughts or opinions. It is the act of making one's ideas and opinions known to others'.

According to David K. Berlo, the whole sequence of communicating with B (called communication process) involves six steps.

Ideation → Encoding → Transmission → Receiving → (Sender) → Decoding → Acting

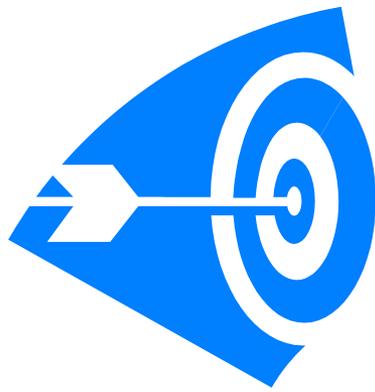
A brief description of the various elements involved in the process of communication is described in the following pages.

1. **Message** : A piece of information, spoken or written, to be passed from one person to another. It is the subject matter of communication. It may involve any fact, idea, opinion, figure, attitude, or course of action, including information. It exists in the mind of the communicator.
2. **Transmitter** : He can be the sender of the message or communicator or speaker, a person who transmits the message. In the case of mechanical devices used for communication, para transmitter is an operator that transmits message. The person who conveys the message is known as the communicator or sender. There is always a communicator in the process. He conceives and initiates the message. He is the driving force to change the behaviour of the receiver.
3. **Encoding (Communication Symbol)** : The process of conversion of the subject matter into symbols is called encoding. The message or subject matter of any communication is always abstract and intangible. Transmission of the message requires the use of certain symbols. The communicator plans and organizes his ideas into a set of symbols, signs etc. Encoding process translates idea, facts, feelings, opinions into symbols, signs, words, actions, pictures, and audio-visuals etc. It is up to the sender to select a medium he feels proper to communicate effectively to the intended listener or receiver.
4. **Communication Channel** : Later, the transmitter has to select the channel for sending the information. Communication channel means the medium of media through which the message passes. The words, symbols or signs selected should be transmitted to the receiver or listener through certain channel or medium. Media represents the vehicle to transmit message. The communicator has to decide how best he can pass the message, what he has to convey. Media may be written or oral. Again, there are various forms of written media, like letters, reports, manuals, circulars, notes, questionnaires etc. The forms of oral media include face-to-face conversation, dictaphone, telephone, recording, radio meeting, conference etc. The channel may be a visual channel like slides, neon

hoardings, posters etc. Television and documentary films represent audio-visual channels.

5. **Receiver** : There is always a receiver in the process of communication. Receiver is the person to whom the message is meant for by the sender. A person who receives the message is called receiver. Effective communication process is not complete without the existence of a receiver of the message. Responding or acting to the message is done by the receiver only. It is the receiver who receives and tries to interpret, perceive, understand and act upon the message.
 6. **Decoding** : Decoding is the process of translation of an encoded message into ordinary understandable language. Receiver converts the symbols, words or signs received from the sender to get the meaning of the message.
 7. **Acting** : After understanding the message, the receiver acts or implements the message accordingly.
 8. **Feedback** : Feedback is though the last element but an important one in the communication process. As it has been explained, communication is an exchange process. After exchange the information must go back to the communicator, so that he can know the reaction of the receiver. The sending back of the knowledge about the message to the transmitter is known as feedback. It ensures that the receiver has received the message and understood in the same sense as the sender meant. Feedback enables the communicator to carry out corrections or amendments or change the message to be effective.
- The entire sequence described above is the complete communication process or cycle having eight components.

FUNCTIONAL GRAMMER



- ◉ Know what a CONJUNCTION is
- ◉ Identify CONJUNCTIONS in text
- ◉ Use CONJUNCTIONS in text
- ◉ Know what a two clause sentence is

WELCOME TO
CONJUNCTION
JUNCTION!



*The popular game
show, where you will
learn all about*

CONJUNCTIONS!



Let me remind myself what conjunctions are.....

CONJUNCTIONS

*Connect ideas
within a sentence*

*They make one short
sentence into a two clause
sentence*

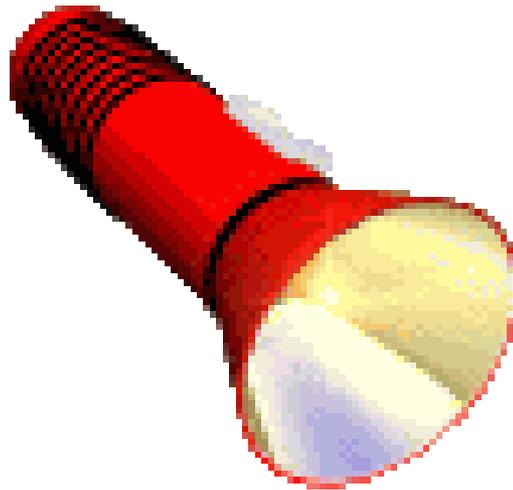
THE BABY CRIED AND CRIED UNTIL HE
WAS GIVEN HIS FAVOURITE DUMMY!



THE GREEN CAR CAUSED A CRASH
BECAUSE HE WAS TOO CLOSE TO THE
RED CAR



THE TORCH WILL SHINE BRIGHTLY AS IT
HAS HAD NEW BATTERIES.



CONJUNCTION BANK

Until

because

as

*Can you use one of the
CONJUNCTIONS above to make these
two short sentences into one sentence
with two clauses?*

*I really like a cup of hot
chocolate. It makes me feel cosy
and warm.*



LET'S PLAY.....

CONJUNCTION N JUNCTION



1

Underline the
CONJUNCTION in each
of the sentences. How
many new ones can you
add to our Conjunction
Word Bank?

CONJUNCTION BANK

Until

because

as

LET'S PLAY.....

CONJUNCTION

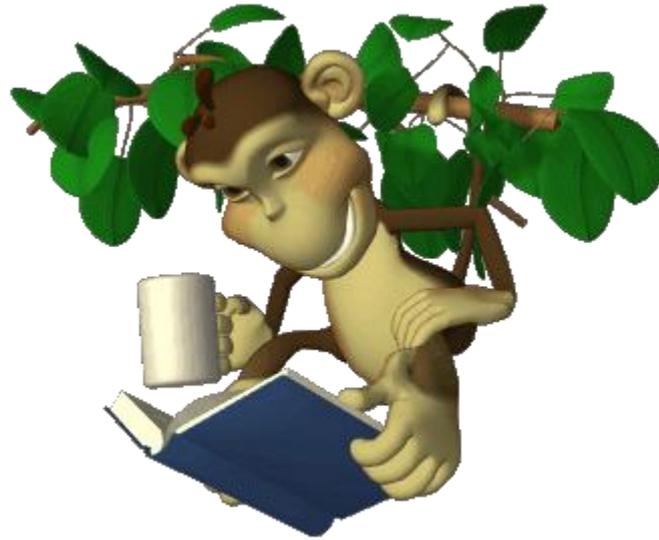
N JUNCTION

2

Write these 6 conjunctions on your
whiteboard
(one on each) for your group to use

UNLESS
AS
ALTHOUGH
BECAUSE
WHEN
SINCE

DO NOT SWING ON
A TREE _____
HOLDING A CUP OF
TEA!



NO EMAIL
SHE WANTED TO
EMAIL HER FRIEND,
SHARKY



THE
WANTED TO PLAY
FOR NOTTINGHAM
FOREST



NEVER GO NEAR A
FIRE _____ YOU
ARE WITH AN
ADULT.



_____ SHE HAD
RECEIVED A BIKE
HELMET FOR HER
BIRTHDAY



WHAT DID
YOU NOTICE?





Use this picture to make up a brilliant two clause sentence, using a conjunction.....



PREPOSITIONS

Definition:-

Preposition is a word, which is used before a noun, a noun phrase or a pronoun , connecting it to another word.

Kinds of Prepositions:

@ **Simple prepositions:** Prepositions which consists only one word.

e.g. in, on, at, with, against etc.,

@ **Compound prepositions:** Prepositions which consists of two or more words.

e.g. instead of, in the middle of, by the side of etc.,

Kinds of Prepositions

There are three types in prepositions

- ❖ *Prepositions of Place*
- ❖ *Preposition Of Time*
- ❖ *Preposition Of Motion*

Prepositions....

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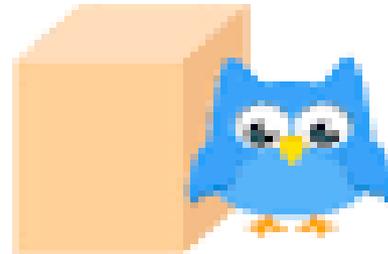
on

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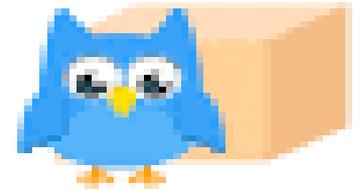
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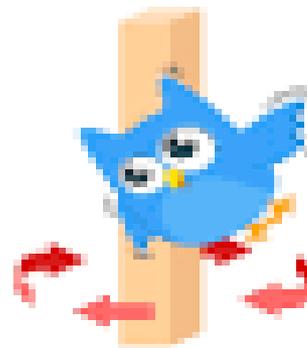
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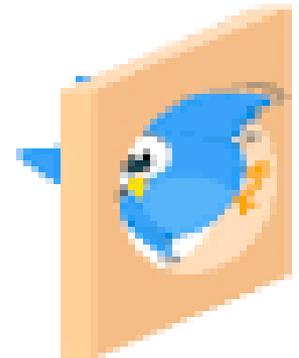
between

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around

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through

Prepositions of Place

Some prepositions show where something happens. They are called prepositions of place.

Examples:-

- ★ Sanny was sitting under a tree.***
- ★ There's a wooden floor underneath the carpet.***
- ★ Some geese flew over their house.***
- ★ John and Sarah were hiding inside the wardrobe.***
- ★ There was a tree beside the river.***
- ★ I have a friend who lives in America.***

Prepositions of Time

Some prepositions show when something happens. They are called prepositions of time.

Examples:-

+ School starts at nine o'clock.

+ We're going to the zoo on Saturday.

+ No, you can't watch a video. It's past your bedtime already.

+ I visited my grandparents during the summer.

+ You must finish the work by Friday.

+ I'll do my homework before dinner.

Prepositions of Direction

Some prepositions show where something is going. They are called prepositions of direction.

Examples:-

❑ *The boys chased after each other.*

❑ *The football rolled down the hill.*

❑ *A man was walking his dog along the riverbank.*

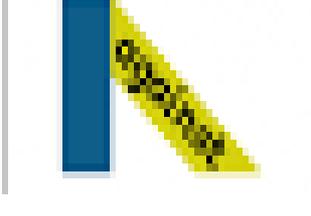
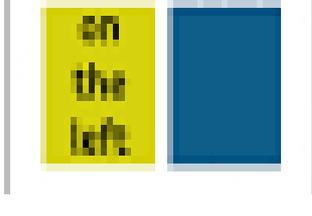
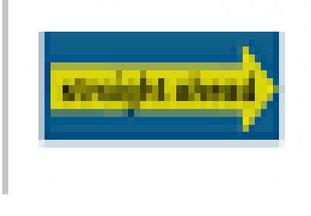
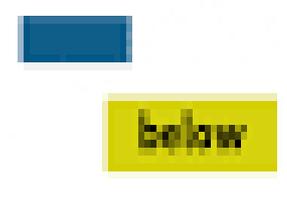
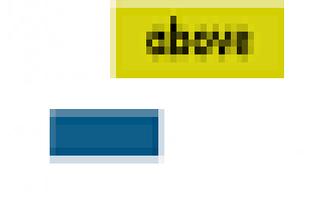
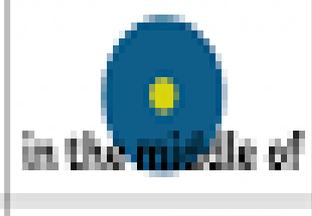
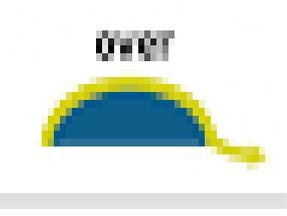
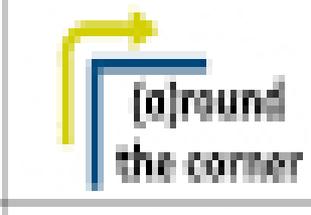
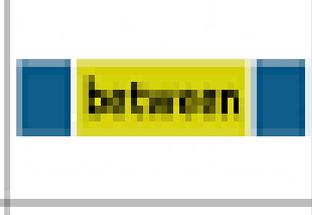
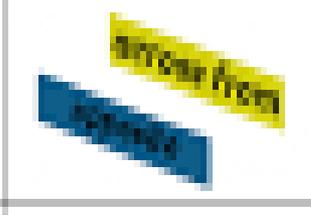
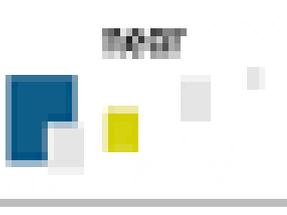
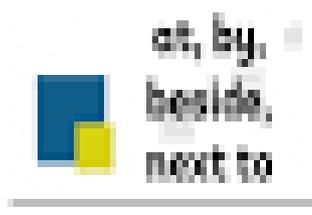
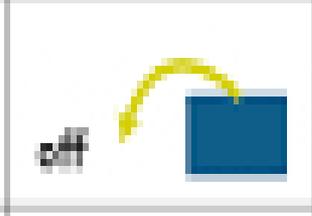
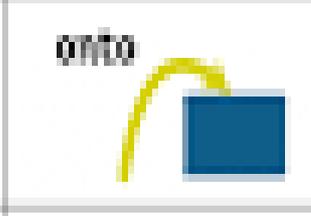
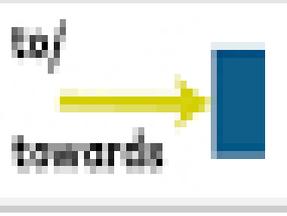
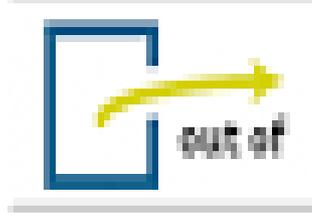
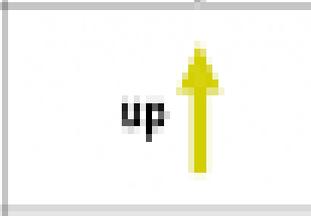
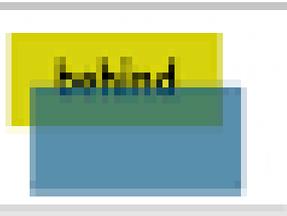
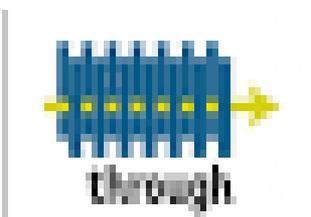
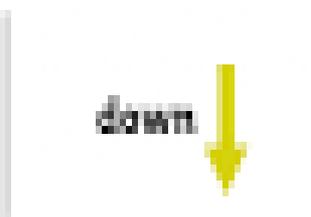
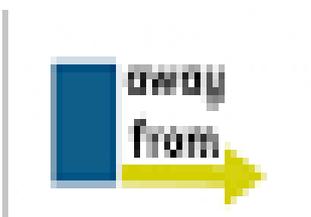
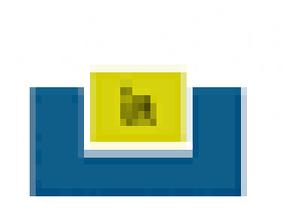
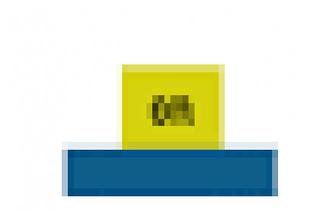
❑ *The freeway goes right through the city.*

❑ *We were travelling towards Miami.*

Prepositions with special uses

Usage of OF

- ❑ *Our modules are full **of** real life examples.*
- ❑ *I ate a plate **of** rice and a quarter **of** milk.*
- ❑ *Would you like a glass **of** lemon juice?*
- ❑ *I need three pieces **of** paper.*
- ❑ *Most **of** the children in my class like Education.*
- ❑ *There are several ways **of** cooking*



AT - ON - IN

PREPOSITIONS OF TIME

AT + Specific Time

- I get up **at** 7 o'clock.
- The movie starts **at** 8.30.
- They sing carols **at** Christmas.
- Come and visit us **at** Thanksgiving.



AT + Holiday Period

ON + Days

- I will visit you **on** Wednesday.
- Where were you **on** Friday?
- His birthday is **on** March 27th.
- The exam is **on** the 16th.

ON + Dates

IN + Months

- My birthday is **in** January.
- I'm going on vacation **in** August.
- Shakespeare was born **in** 1564.
- The Titanic sank **in** 1912.

IN + Years

IN + the + Decade

- Life was difficult **in** the 1940s.
- There were many hippies **in** the '60s.
- We are living **in** the 21st century.
- It was built **in** the sixth century.

IN + the + Century

IN + Season

- We go to the beach **in** summer.
- There are many flowers **in** spring.
- The meeting starts **in** ten minutes.
- She will be here **in** three hours.

IN + Time Period

Usage of “FOR”

➤ ***I made this bookmark for Mom.***

➤ ***Is there room for me on this seat?***

➤ ***I'd like a new computer for Christmas.***

➤ ***We're going downtown for a meeting. I made this gift for my mother.***

➤ ***Is there place for me on this seat?***

➤ ***I'd like a new Laptop for Next year..***

Usage of “WITH”

- **He pounds nails with a hammer.**
- **Mix the flour with water.**
- **She painted the picture with her new paints.**
- **Would you like to come with us to the cinema?**
- **I can do difficult problems with help from Mom.**
- **Who is the man with the beard?**

Usage of “EXCEPT” AND “INSTEAD OF”

- ◆ ***I like all kinds of food except Upma.***
- ◆ ***Everyone likes chocolate except Tom.***
- ◆ ***We go to school every day except Saturday and Sunday.***
- ◆ ***You should eat fruit instead of candy.***
- ◆ ***Dad is coming to the theater with us instead of Mom.***
- ◆ ***We could watch TV instead of reading our books.***

Usage of “LIKE”, “AS” and “THEN”

- ◆ ***Kathleen looks like her dad.***
- ◆ ***Andrew smiles like his mother.***
- ◆ ***Peter sings like a professional singer.***
- ◆ ***Are these shoes the same as those?***
- ◆ ***Sue is nearly as tall as the teacher.***
- ◆ ***My backpack is bigger than John’s.***
- ◆ ***Dad is taller than all of us.***
- ◆ ***This painting is more beautiful than that one.***
- ◆ ***The neighborhood streets are less busy than downtown streets.***

Prepositions with Adjective , Verbs

Prepositions are used with some adjectives. The adjectives in these examples are printed in color.

- ❁ *Dad was **angry** with us.*
- ❁ *We were **afraid** of the big dog.*
- ❁ *She's not very **interested** in sports.*
- ❁ *John is very **good** at drawing.*
- ❁ *Mr. Lee is **pleased** with our work.*
- ❁ *The teachers are always **kind** to us.*
- ❁ *What's **wrong** with the computer?*

Prepositions are used with some verbs. The verbs in these examples are printed in color.

- × *I'm **looking** for my pencil. Have you seen it?*
- × *Can you **think** of another word for 'pleased'?*
- × *Does this book **belong** to you?*
- × *We're **listening** to CDs.*
- × *I **agree** with you.*
- × ***Tell** me about the show you saw.*
- × ***Cut** the cake into five pieces.*
- × *They **borrowed** money from the bank.*

Prepositions are used with some nouns. The nouns in these examples are printed in color.

- ***What's the **answer** to this question?***
- ***Is there a **reason** for this delay?***
- ***What's the **matter** with you?***
- ***Here's an **example** of good behavior.***
- *****Congratulations** on winning the competition!***
- ***Traffic can cause **damage** to the environment.***
- ***Traffic can cause **damage** to the environment.***
- *****Congratulations** on winning the competition!***
- ***Here's an **example** of good behavior.***

TRY THIS:

- 1. A cat was sitting _____ the roof of my car.
(place)***
- 2. Some people were talking ____ the movie. (time)***
- 3. A man was coming _____ us on his bike.
(direction)***
- 4. The party starts _____ six o'clock. (time)***
- 5. She put the book _____ her bag. (place)***
- 6. We walked _____ the street to the park. (place)***
- 7. She keeps her slippers _____ her bed. (place)***
- 8. We always wash our hands _____ meals. (time)***
- 9. She ran _____ the dog because she was
frightened. (direction)***

Queries???

Thank you.

READING

SKILLS

Prefixes

and

Suffixes

What Are Prefixes?

- A prefix is a group of letters we add to the front of a word.
- Prefixes change the meaning or purpose of the word, e.g.

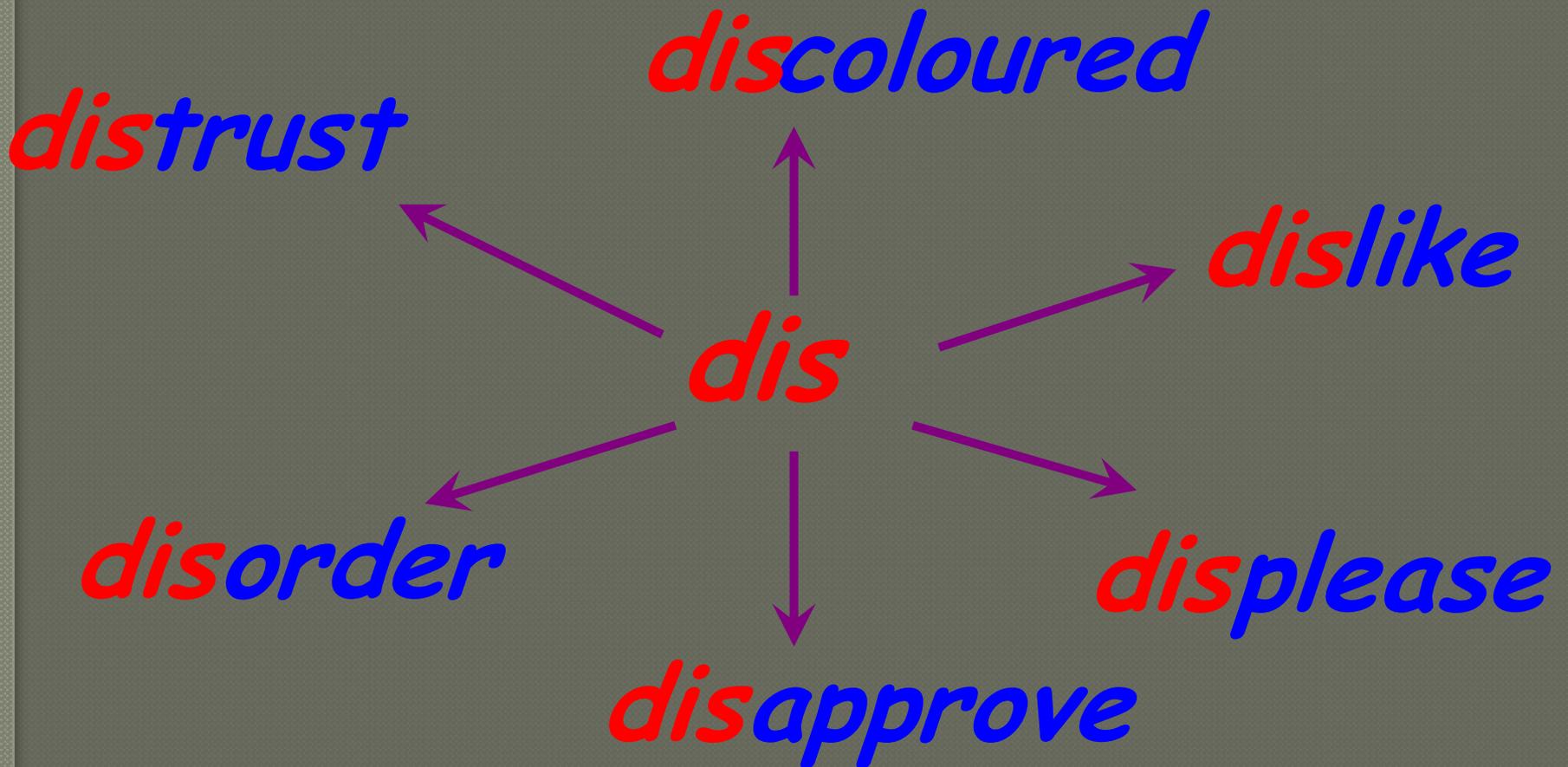


How has the word meaning been altered?

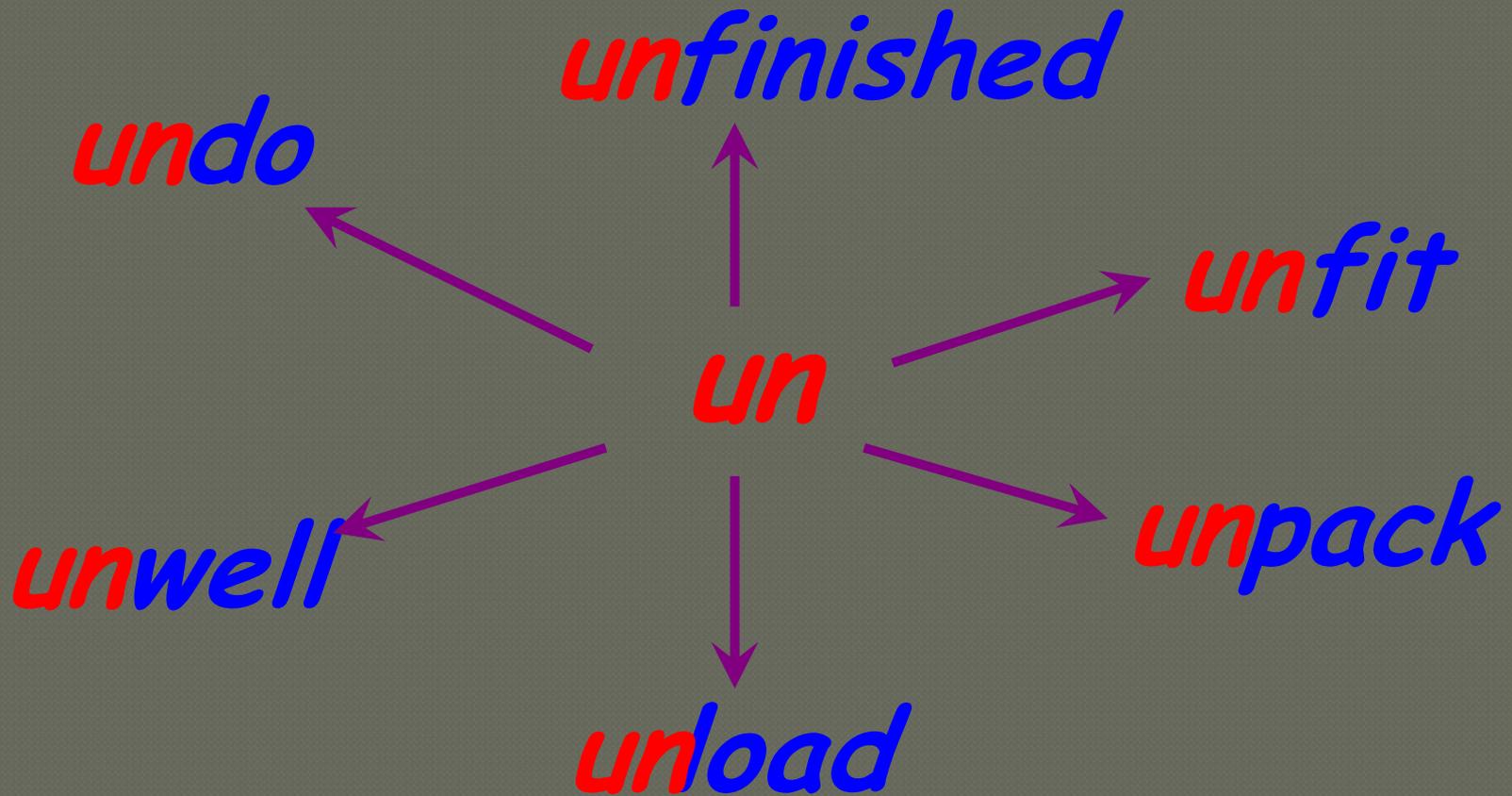
un + kind = unkind

*The word has become its opposite meaning
(antonym)*

Add the suffix 'dis' to
these root words!



Add the prefix 'un' to these root words!



Prefixes and Definitions

Examples

im

improper

in

incomplete

bi

bicycle

non

nonstop

dis

disagree

Re

reread

Pre

Pre-read

Mis

misspell

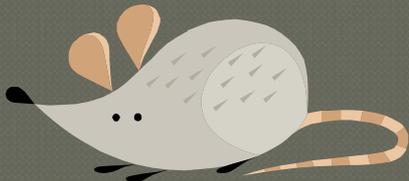
The prefix 'un'

- My mum was unwell at the weekend with a bad cold.



The prefix 'un'

- Jerry seemed unhappy that the cat was by his hole.



Prefixes

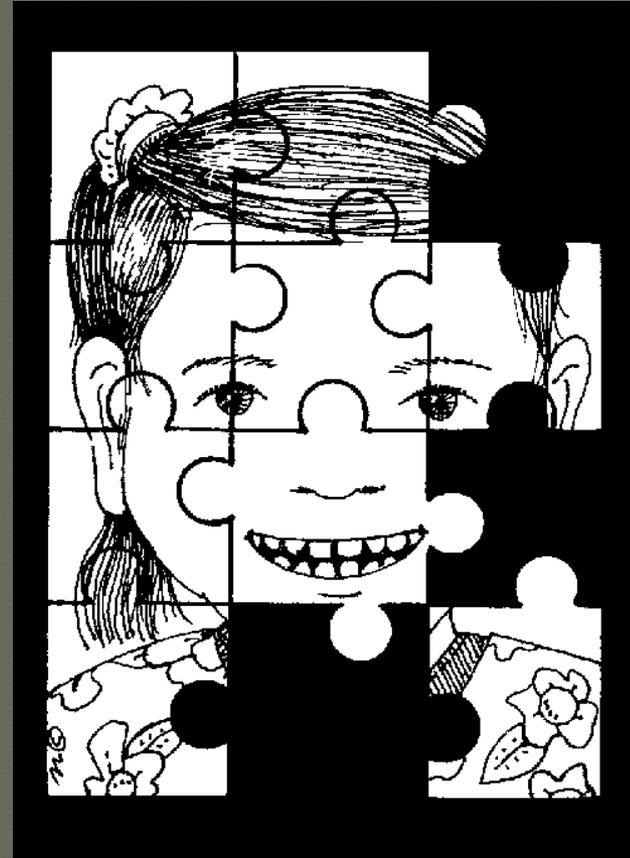


PRE-READ



MISSPELL

Prefixes



TE

A **suffix** is a word part added to the end of a root word.

Suffixes We Know

Examples

-er

farmer

-or

actor

-less without

useless

-able, -ible can be

buildable

reversible

Most Common Suffixes

1. Able- capable
2. Al- personal
3. Ed- turned
4. En- golden
5. Er - higher
6. Er- actor
7. Est - best, biggest

Most Common Suffixes

8. ful - careful, joyful

9. ic- linguistic

10.ing-running

11.ion : action

12.ty -infinity, sanity

13.ive - motive, votive

14.less- fearless, careless

Most Common Suffixes

- 15. ly -quickly, quietly
- 16. ment- enjoyment
- 17. ness -kindness
- 18. ous- joyous, religious

Synonyms

What is a Synonym?

❖ A Synonym is a word that has almost the same or similar meaning

❖ Cold - Chilly

❖ Vacant - empty

❖ Big - Huge

Why use synonyms?

- Synonyms are useful in writing.
- They can make your writing more interesting and enjoyable.
- How do you use them in writing?



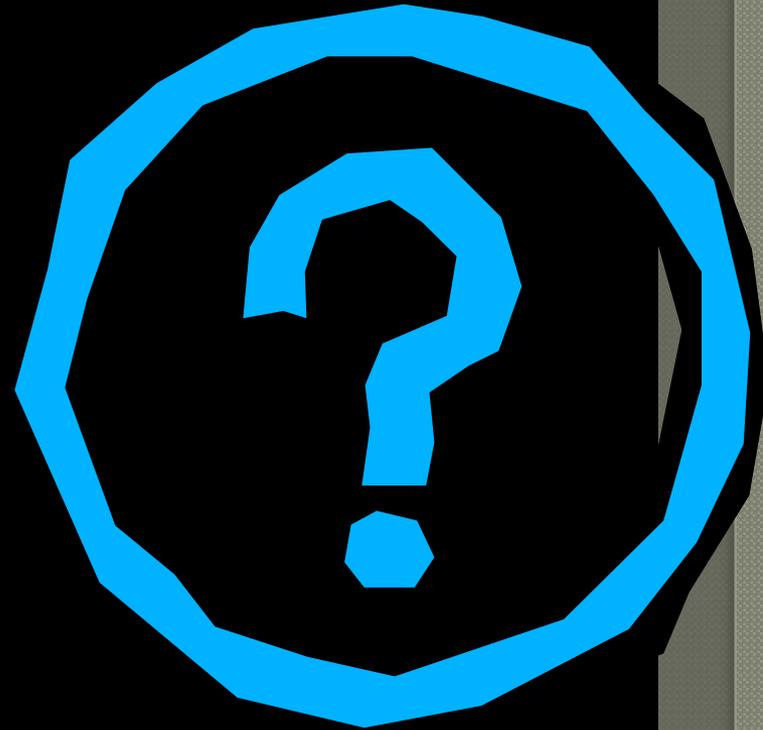
What is a Synonym for intelligent?

a. Dumb

b. Smart

c. Glad

d. Silly



Antonyms

What is an Antonym?

❖ *Antonyms are words that mean the opposite of another word.*

❖ *Hot - Cold*

❖ *Short – Tall*

❖ *Big - Little*

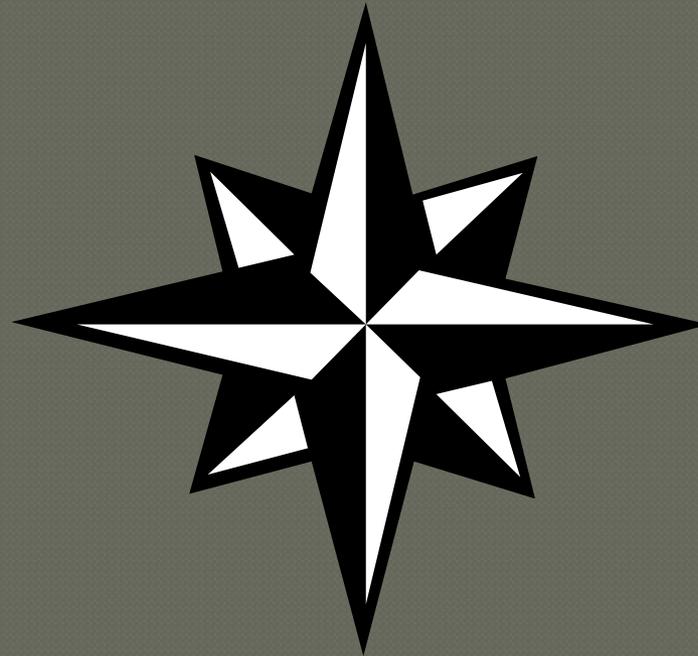
What is an antonym for always?

a. Yell

a. Never

c. Sometimes

d. Forever



One word substitution

One word which is capable of explaining the meaning of whole sentence.

One who is recovering from illness

Convalescent

One who is all powerful.

Omnipotent

One who is present everywhere

Omnipresent

One who knows everything

Omniscient

One who is easily deceived

Gullible

One who does not make mistakes

Infallible

One who can do anything for money.

Mercenary

One who has no money

Pauper

comprehension

Mahajalpralay-the great flood-and is said to have fathered the human race.A visit to the temple Of Manu is a must.It is the only shrine in the country dedicated to the great Manu Rishi.

Manali,apart from tourists who are in for a good holiday,beckons the adventure lovers inLarge numbers every year.Inthe lap of these mountains, one can be sure to achieve what he or she Is looking for,whether it be mountaineering,rock climbing,white water rafting,skiing, heliskiing,high altitude jeep safari and bicycling ,paragliding,hiking or trekking.With all the Basic amenities available in Manali,it is the right base camp for any activity. There are many treks which commence from Manali itself,but the two most popular ones Being to Beaskund..Trekksers find it offer much in terms of scenic beauty and nature.

The main valley of Beaskund is only 7 km from the last camp at Dhundi. Beaskund offers a mountaineer many peaks to satiate his zest for climbing such as Hanuman Tibba, Friendship, Ladhaki and Shitidar. Trekkers begin to pour in from the first week of May every year. The route to Beaskund lies along the Solang Nallah which ultimately joins the river Beas on reaching Manali.

A trek to this place is bound to etch permanent memories in the mind of a visitor. The trek commences from Solang.

The village Solang, as such, is a 15-minute climb towards the right of Solang Nallah. At 8085 ft., Solang is a very popular destination among the adventurers, as sports such as skiing in the winters and trekking and paragliding in the summers are held regularly. Solang is only eleven kilometers further north of Manali, from Solang,

is an easy climb or rather a walk of eight km passing through patches of pinewood trees and mixed jungle to arrive at the next camp site at Dhundi at 9174 ft, The next day trek to Beaskund is a taxing seven kms climb through a snow covered dreamland but the view of the towering giants above, virtually makes it a painless walk. The famous Beaskund, the source of the river Beas has an epic attached to it that the great Vyas Rishi Performed "tapa" here during the Mahabharat Kaal. I was because of this that the river got the present name of Beas.

Q 1-What does Manali evoke in the most lazy traveller ?

Ans-Manali evokes a strange mountain mystique, stirring the spirit of adventure the most lazy traveller.

Q 2- What are different tourist attractions of Manali.

Ans-Mountaineering, rock climbing, white rafting, skiing, heliskiing, high altitude safari and bicycling, paragliding, hiking, trekking about all snow capped kissing peaks are different tourist attractions of Manali.

3- Why is shrine of great Manu Rishi unique ?

Ans-The shrine of great Manu is unique because it is the only shrine in india dedicated to great Manu Rishi.

Q 4-What for is Solang Famous?

Ans-Solang is famous for skiing in winter and trekking and paragliding in summers.

Q 5-Why is Manali the right base camp for any activity ?

Ans-Manali is the right base camp for any activity because all the basic amenities available here.

Q 6-Find out the words from the passage which have the same meaning as the following

i-Easy going(Para 1)

ii-A long poem telling heroic deeds(Para 6)

Ans-

i-Laid back

ii-Epic

WRITING

SKILLS

Memorandums

- Memos and letters are the two most common types of business communication.
- Memos resemble letters in that they communicate information and are commonly used in the world of business writing. However, memos differ from letters in several important ways.

Memos vs Letters

- Memos are almost always used *within* an organization
- Memos are usually unceremonious in style
- Memos are normally used for non-sensitive communication (communication to which the reader will not have an emotional reaction)
- Memos are short and to-the-point
- Memos have a direct style
- Memos do not have a salutation
- Memos do not have a complimentary closing
- Memos have a specific format that is very different from a business letter

Guidelines

TO: Ramon Martinez
James Johnson
Elana McMasters

FROM: Francis Tate

DATE: May 20, 2010

SUBJECT: BUDGET MEETING

The budget meeting has been rescheduled for May 27 at 1:30 p.m.

The budget is attached.

Please advise your staff members.

dc

Attachment

- Memorandums are correspondence written to people within the same business or organization. They are often called memos or interoffice memos.

(

TO: Ramon Martinez
James Johnson
Elana McMasters

)

FROM: Francis Tate

DATE: May 20, 2010

SUBJECT: BUDGET MEETING

The budget meeting has been rescheduled for May 27 at 1:30 p.m.

The budget is attached.

Please advise your staff members.

dc

Attachment

- The people to whom the memo is written are listed under the TO.
- This is the Distribution List.

DATE

TO: Ramon Martinez
James Johnson
Elana McMasters

FROM: Francis Tate

DATE: May 20, 2010

SUBJECT: BUDGET MEETING

The budget meeting has been rescheduled for May 27 at 1:30 p.m.

The budget is attached.

Please advise your staff members.

tk

Attachment

- The date the memo is prepared.
- Written with the month spelled out and the full year as shown.

BODY

TO: Ramon Martínez
James Johnson
Elana McMasters

FROM: Francis Tate

DATE: May 20, 2010

SUBJECT: BUDGET MEETING

The budget meeting has been rescheduled for May 27 at 1:30 p.m.

The budget is attached.

Please advise your staff members.

dc

Attachment

- The message of the memo is contained within the body.
- Memos are short and to the point.

M. S & Son's

Ambala city

- To: Amit Kumar
- From: S.K Seth
- Date: April 10,18
- Subject: Coming late to the office

- Time and discipline are the two important factors which drives a company. The success of company depends upon the outcome of the efforts made by the Employees. Recently it has been found the employees taking the Office timing lightly.
- It is therefore become imperative for the company to take necessary actions. Hope to see you all complying with the company rules.

OFFICE ORDERS

FEATURES OF OFFICE ORDERS

- An order containing directions or instructions which are complied with by the person receiving the order.
- It is a means of downward communication.
- It carries a stamp of authority and people working at lower levels are bound to accept this.
- It is used to communicate matters concerning-
 - Posting
 - Promotion
 - Transfer
 - Suspension

Essentials of office orders

- ✓ order must be very precise
- ✓ it should be written in very simple words
- ✓ order should be written in unoffending language
- ✓ it should be clearly specify for whom they are meant
- ✓ it should be correct, short & to the point
- ✓ it should draw the attention of the concerned person's who have to comply with the office order
- ✓ it must contain specific instructions or directions for compliance
- ✓ it must be authentic & duly signed by a competent authority

Jagannath International Management School

B-9 Vasant Kunj

New Delhi - 110070

Ref. 2023/Z
10/11/2010

Date-

OFFICE ORDER

The proposal for the change in menu of the college canteen has been accepted with the following upgrades:

- e Pav Bhaji (Rs. 30/plate)
- 0 Manchurian (Rs. 40/plate)
- 4 Amritsari Kulcha (Rs. 25/plate)
- Chole Bhature (Rs. 30/plate)

Copies to

- s Prof. Bhushan Manchanda
- a Mrs. Neelam Dasgupta

sd/-

Personnel Manager

AGENDA

- ◉ *Agenda is a document that outlines the contents of a forthcoming meeting.*
- ◉ *Effective agenda is one of the most important elements for a productive meeting.*
- ◉ *It is usually sent along with the notice of the meeting, which gives the participants an opportunity to come prepared for the upcoming discussions or decisions.*

PREPARING AGENDA IS A VERY USEFUL PRACTICE

- ◉ *Agenda aid the process of meeting by putting the meeting plan into a permanent, written form.*
- ◉ *A good meeting agenda serve as a guide to participants, making the meeting more efficient and productive.*
- ◉ *Since agenda has a set order, it helps the chairperson to conduct the meeting smoothly.*

- ⦿ *It ensures that only matters relevant to that particular meeting are discussed.*
- ⦿ *It can be used as a checklist to ensure that all the information is covered.*
- ⦿ *It also facilitates the preparation of the minutes.*

BABA BROTHERS LIMITED

MINUTES

of the Board meeting held at registered office of the Company at 12, Lal Chowk, Srinagar on 9th November, 2008 at 3p.m.

PRESENT:

Shri. R.A. Baba (in the chair)

Shri. M.I. Baba

Shri. M.R. Baba

Shri. A.S. Baba

IN ATTENDANCE:

Shri. T.R. Naik, Secretary

2.

3.

4.

5.

WHAT ARE MEETING MINUTES?

- ❖ Minutes of Meeting describe specify what was discussed and decided in a meeting.
- ❖ permanent record of the meeting for future reference.
- ❖ Include an overview of the structure of the meeting.



FORMAT OF MINUTES

- Generally, minutes begin with the organization name, place, date, list of people present, absent and the time.
- All the agenda for the said meeting.
- All official decisions must be included.
- The reports given and the person involve
- The vote tally may also be included

CONT.....

- The date, time and place of the next meeting.
- Assignments and the person responsible.
- The minutes may end with a note of the time that the meeting was adjourned.

FORMS OF RECORDING MINUTES

- © Video Recording
- © Audio Recording
- © Hand Recording



FORMS OF RECORDING MINUTES

- © Video Recording
- © Audio Recording
- © Hand Recording



A CIRCULAR LETTER ANNOUNING A REDUCTION IN PRICE

FASHION STORE A SHOP FOR EXCELLENCE

10, March, 18

Dear Customers

We have the pleasure to announce you that there is a redution in prices in our stocks. The offer covers many of your favourite items. we have various collections for women, man and children which are cachy. There will be a discount on the shopping of 10000 and more you can also grab the opportunity to win the attractive prizes. So hurry up/don't miss the chance as our exclusive offer will remian upto april 2018.

We hope our handy collections will meet your satisfaction.

**Your Faithfully
Sales manager**