

Haldia Institute of Technology  
Department of Applied Sc. & Humanities  
Assignment -4

Course Code: HU 101

- 1.What is a group Discussion? Also mention the do's and don'ts of a group discussion.
- 2..Write a memo to the manager administration of a bank regarding the Annual Day program.
- 3..Write a notice and agenda to the employees of an organization about a meeting. Attach minutes of the meeting.
- 4..Write a job application and resume for the post of assistant manager in a nationalized firm.
- 5..Develop a feasibility report regarding the set up a new private degree college in your town.
- 6..Harrison Industries Limited has observed that a sizeable number of employees take leave on certain occasions such as music event, test cricket matches and international film festivals. You as the Vice-President, Personnel, feel that this hampers the smooth functioning of the industry and tells upon the efficiency of the organization. Appealing to the Divisional Heads of your organization to take suitable action to prevent such mass absenteeism, draft a memo and mark a copy of the same to your Managing Director.