

ASSIGNMENT - 4

1. Disha Management Consultants, 23 Sahil Road, New Delhi-110001 wish to run a four-week training programme in Professional Communication for junior executives of public limited companies located in North India. As Senior Project Manager you have been asked to prepare a proposal for consideration by the Board of Directors. Inventing the necessary details write a technical proposal for submission to the Managing Director.
2. Assuming that you are the Secretary of the Executive Committee of the Staff Association of your company. Draft a notice to be sent to each member to suggest agenda items for the general body meeting of the association.
3. You are the General Secretary of the Students' union of your college. Your Principal has requested you to investigate the library facilities in your college and submit a report to her.
4. 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.
5. What is a group Discussion? Also mention the do's and don'ts of a group discussion.