

MBA-I/ SEM-II (2021-22)

COMPREHENSIVE CONCURRENT EVALUATION

Faculty Name: Prof. Nadeem Kazi

Subject: Written Analysis and Communication Lab

Subject Code: 213

Important Instructions

1. Subject is evaluated on the basis of **Two Components**.

Sr. No	Components	Marks	Date of Submission
1	Written Home Assignment	50	14 th June 2022
2	Book Review	50	28 th June 2022

2. Assignments to be submitted in person and should be **Hand Written**.
3. Student Name, Contact number, Email-id, Specialization, Component must be clearly mentioned.

Component 1: Written Home Assignment

Sr. No	Components	Marks	Date of Submission
1	Written Home Assignment	50	14 th June 2022

Instructions:

1. All questions are compulsory and carry equal marks i.e. 10 Marks Each

Q 1: Describe stages in a typical communication cycle and the barriers to effective Communication you have experienced.

(10 Marks)

Q 2: Write a Report on any Event/ Visit/ Outdoor Program organized by your institute or corporate.

(10 Marks)

Q 3: Prepare your Curriculum Vitae or Resume. Submit your **Printed CV**.

(10 Marks)

Q 4. Draft an E-mail for job application in an MNC.

(10 Marks)

Q 5: Prepare a Notice of 'Annual Day' for an MBA Institute.

(10 Marks)

Component II:

Sr. No	Components	Marks	Date of Submission
2	Book Review	50	28 th June 2022

Instructions:

1. All questions are compulsory.
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Q 1: Write a Book Review and Summary of any Management / Self-help/ Business/ Non-fiction Book of your choice.

- Book Review (20 Marks)
- Book Summary (30 Marks)

