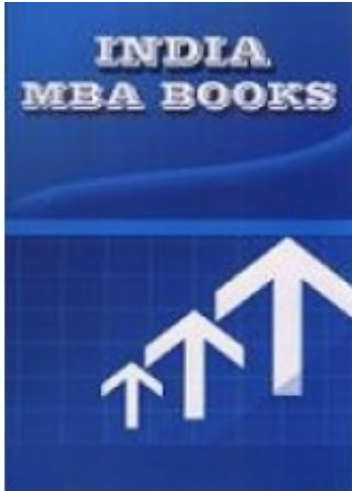


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UNIT – III
Correspondence of company Secretary with shareholders and directors – agenda – Minutes – Preparation.
UNIT – IV
Communication through letters : Essentials – Importance Contents – Reports by individuals – committees – annual report application for appointment – Reference and appointment orders.
UNIT – V
Communications media – merits of various devices – E-mail, internet, Intercom, Telegram, Telex and Telephones – Fax

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