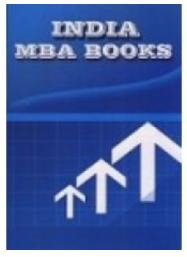
# MANAGERIAL COMMUNICATION SKILL AND DEVELOPMENT.



**Brand:** Mehta Solutions **Product Code:** 1330302201

Weight: 0.00kg

Price: Rs600

Short Description
MANAGERIAL COMMUNICATION SKILL AND DEVELOPMENT.

### **Description**

## MANAGERIAL COMMUNICATION SKILL AND DEVELOPMENT. SOLVED PAPERS AND GUESS

Product Details: UTKAL UNIVERSITY MANAGERIAL COMMUNICATION SKILL AND DEVELOPMENT.

Format: BOOK

**Pub. Date: NEW EDITION APPLICABLE FOR Current EXAM** 

**Publisher: MEHTA SOLUTIONS** 

**Edition Description: 2021-22** 

**RATING OF BOOK: EXCELLENT** 

#### ABOUT THE BOOK

#### FROM THE PUBLISHER

If you find yourself getting fed up and frustrated with other UTKAL UNIVERSITY book solutions now mehta solutions brings top solutions for UTKAL UNIVERSITY MANAGERIAL COMMUNICATION SKILL AND DEVELOPMENT. contains previous year solved papers plus faculty important questions and answers specially for UTKAL UNIVERSITY .questions and answers are specially design specially for UTKAL UNIVERSITY students .

Please note: All products sold on mbabooksindia.com are brand new and 100% genuine

- Case studies solved
- New addition fully solved
- last 5 years solved papers with current year plus guess

PH: 07011511310, 09899296811 FOR ANY problem

FULLY SOLVED BOOK LASY 5 YEARS PAPERS SOLVED PLUS GUESS

#### MANAGERIAL COMMUNICATION SKILL AND DEVELOPMENT.

**Unit-1** Introduction to Official Documentation and Business Communication.Basic Concepts of Business Communication, Principles of Good Writing, Format and Types of Business Letter. Procedure of Filing and File movements, E-filing.

**Unit-2** Managerial Communication (Written) Official Letters, Memos, Notice, Circular, Letter Relating to Personnel Department, Correspondence with Banks, E-Mails, Fax, Correspondence With Media, Drafting of Advertisements, Report Writing.

**Unit-3** Business Etiquettes and Executive Manners. Etiquette in office, Meetings, Seminars and Conferences, How to dress up according to the occasion, Dress Code, table manners, dining etiquettes, Elevator Etiquettes, Electronics Etiquettes.

**Unit-4** Succeeding in Job Interviews Writing a C.V. and Cover Letter, JOB INTERVIEWS, Over-coming Common Mistakes in Interview, Confidence Building.

**Unit-5** Group Discussion: Basic Concepts of Group Discussion, Types of Group Discussion, Preparation for Group Discussion, Process of Group Discussion, Category of Topics in Group Discussion, What is observed in Group Discussion. Critical Success Factors in Group Discussion, Overcoming Mistakes in Group Discussion.