

Commercial Communication-1

1. Discuss Communication through listening.
2. Discuss advantages and limitations of E-communication.
3. Draft an application letter for the post of a public relations officer in a multinational company and attach an appropriate resume.
4. Fill in the blanks using appropriate words from given in the brackets:
 1. Please _____our invitation for the conference.
(accept/except)
 2. _____of anything is bad. (Excess/ Access)
 3. _____being a dancer, he is also a singer
(Beside/Besides)
 4. I received a _____of books from my uncle
(cartoon/carton).