



Mangalmai Institute of Management Technology
Greater Noida (U.P.)



	Report
Name of Activity	Workshop on Written Communication Skills
Date	17 th Nov, 2022
Venue	Seminar Hall
Organized by	Training & Placement Committee
Coordinated by	Mr. Krishna Kumar, Assistant Professor, MIMT, Greater Noida
Name of Expert	Ms. Rashmi Jacob, Assistant Professor, MIMT, Greater Noida
Participated by	BCA Students (120)
Activity Convener	Mr. Suraj Shukla, Assistant Professor, Department of Computer Applications, MIMT, Greater Noida
Objective:	<ul style="list-style-type: none">• The aim of the session was to Understood about the how to write an Email.
Content	<p>Department of BCA at Mangalmai Institute of Management Technology organized a Workshop on Written Communication Skills in seminar hall. The event started with the welcome of Dr. Himanshu Rastogi and the trainer Ms. Rashmi Jacob. In his opening remark Dr. Himanshu Rastogi told the importance of effective drafting of CV's. Ms. Rashmi Jacob started the session with simple question of the how to write email. The answer helped to clarifying the doubts of students. Trainer gave a general guideline on writing an Email. Also she explained the minor mistakes done by the candidates while writing Emails.</p> <p>Ms. Rashmi Jacob explained "How to reduce the burden of Email. And how to give smart reply to mail. The anchoring was done by Avantika and Kinjal from BCA 1st year. The session was much interactive and deeply required.</p>
Outcome of Activity:	Students are learn how to handle mail box smartly and reply email as per the requirement.



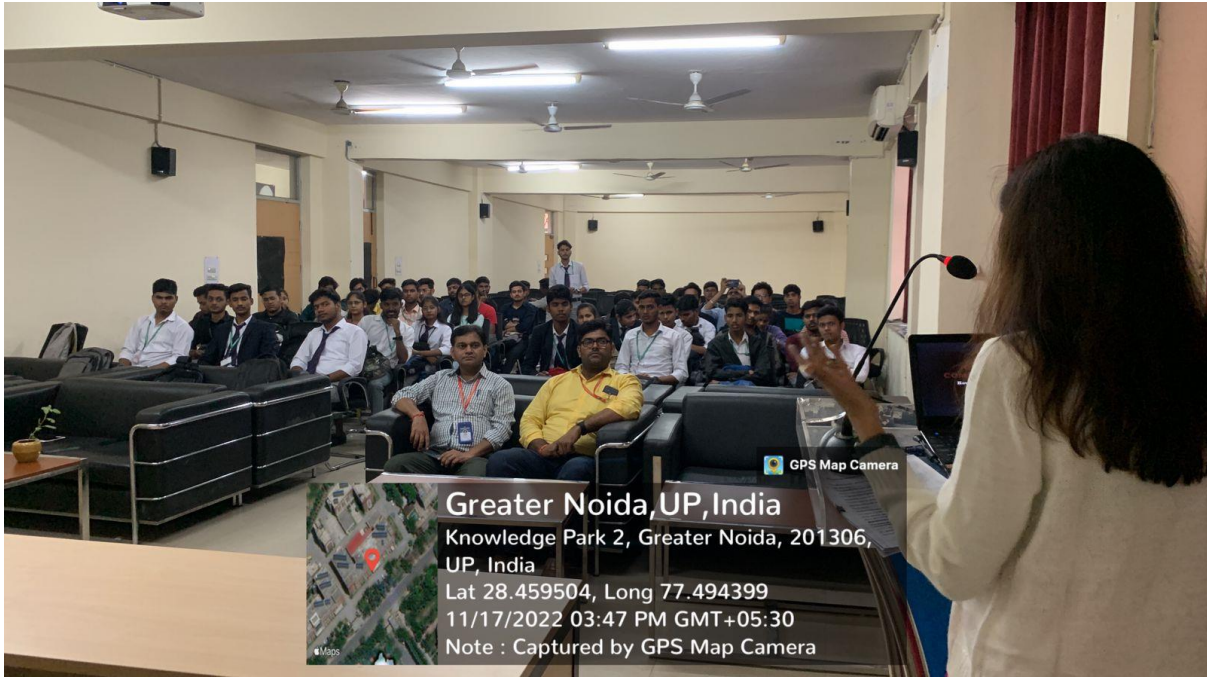
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Welcome of Ms. Rashmi Jacob today's workshop Expert by Activity Coordinator Mr Krishna Kumar, Assistant Professor, MIMT Greater Noida



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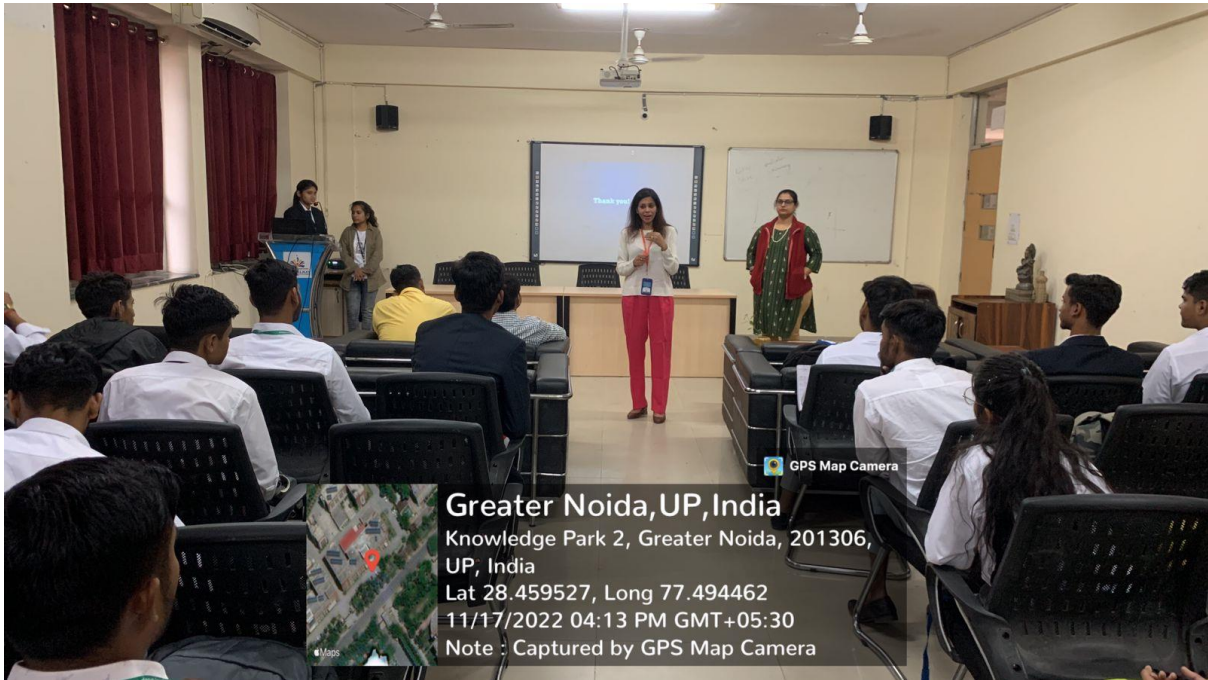
Ms. Rashmi Jacob Expert in Workshop of Written Communication Skills during her session.



Students and Faculties of Computer Applications Department during the workshop.



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Ms. Rashmi Jacob during Workshop explained her thoughts during her session.