



RAJASTHAN INSTITUTE OF ENGINEERING & TECHNOLOGY

(Affiliated to Rajasthan Technical University, Kota & Approved by AICTE)

Expert Talk on “Business Skills”

The Expert Talk on “Business Skills ” for the Ist year and IInd Year students was organized by Department of MBA on 16/01/2017. Ms Chaitali Dutta has conducted the expert session. She has presented a presentation on Business Email Writing, which gave necessary tips and guidelines on drafting formal emails, was followed by the participants’ drafting emails in groups on their own on some given topics. They were made to read out the drafts and necessary corrections and clarifications were suggested by the resource person. The participants were given some useful information on telephone etiquettes. Then they were given some exercises and role play sessions where they were asked to use appropriate language – both formal and informal – while making telephonic conversations.