

**Vikramaditya Institutions of Management and Technology**  
**Bhopal**

**ASSIGNMENT**  
**Session: 2022-2023**

Class  
**MBA I SEM**

Subject  
**Communication Skill**  
Sub code: CP-104

Guided By-  
**Prof. Alka Sharma**

Submitted By:

**Vikramaditya Institute of Management and Technology  
Bhopal**

MBA IST Sem (FT)

Assignment -2022-23

**CP-104: Communication Skill**

**Unit-2**

NOTE: Attempt All Questions.

1. Write the format of report writing?
2. What are the Do's and Dont's of a Business letter?
3. Write a short note on business memo?
4. What are the essential of resume writing?