

02/09/2020

Formats Practise.

Q. (1) Note making.

(1.) Heading

(1.a) }
(1.b) } sub Headings.
(1.c) }

(2) Heading

(2.a) }
(2.b) } sub Headings.
(2.c) }

(3) Heading

(3.a) }
(3.b) } sub Headings.
(3.c) }

key.

Abbreviation.
(1)
(2)
(3)
(4)
Symbols.
(1)
(2)

Q2. Precise writing.

Start from left and finish the precis in one para.

Q3. Article writing.

Title

By _____

Q4. Agenda for meetings.

Time.	Topic	Attendees	Speaker	Duration
	all the points which needs to be discussed in meeting?	all the attendees attending the meeting?	Speaker of a particular topic?	

Q5.

~~Min~~ minutes.

minutes of a meeting.

Date:-

Time:-

Location:-

members present:-

members absent:-

Calls to order:- { all the points mentioned in 'topic' section of agenda should be written in sentence form }

Conclusion stated:-

minutes prepared by,

(Name)

(Signature)

(Company Secretary).

Q6.

Action Taken Report.

2nd September, 2020.

As per meeting held on 16th August, 2020 at Conference Hall of ABC Co. Ltd. the following action have been reported.

-
-
-

Undersigned.

Director, Sales & Marketing.

Q7.

E-mails.

From: -

To: -

CC: -

BCC: -

Subject: -

Attachments: -

Dear Sir/Madam,	
—	
—	
—	
Regards	
(Name of the sender)	
(Company Name)	
(Phone No.)	

Q8.

Newspaper Report.

Title

By _____

Place, Date

—

—

—

Q9.

Magazine Report.

Title

By _____

—

—

Q10.

Formal Report.

Title.

To :-

From :-

Date :-

Subject :-

Acknowledgement :-

Introduction :-

Causes :-

Effect :-

Conclusion :-

Q11.

Formal Letter.

Sender's Address.

Date

Receiver's Address.

Salutation

Subject :-

— } content.
— }
— }

Thanking you.

(Name of sender)

(Designation of sender).

Q12. memo.

Name of the company
Address.

Interoffice memo / memo

Date :-

To :-

From :-

Reference :-

subject :-

Q13. Circular.

Circular No.:

Date

Title of Circular.

For all Employees -

Sender's Name
(Post).

Q14. Chronological Resume,

NAME OF THE CANDIDATE

ADDRESS OF THE CANDIDATE.

Ph: NO:-

Email ADDRESS.

- Goal / Ambition.
- Educational Qualification.

Ser. no.	Qualification	Year of passing	Percentage	Board.
	Recent ↓ previous ↓ previous.			

- Antideship
- Personal skills.
- Academic Qualification
- Cu-curricular Qualification.
- Personal details.

* DOB

* Gender

* Nationality

* marital status.

- Declaration

I here by declare that whatever information is provided by me are correct and best to my knowledge. if anything is wrong or false. I would personally be held liable.

Date:-

Place:-

Q15. Functional Resume

NAME OF THE CANDIDATE

ADDRESS OF THE CANDIDATE

Ph no:-

Email

- Goal.
- Summary
- Skills
- Experience
- Educational Qualification.
- Academic Qualification.
- Co-curricular Qualification.
- Personal Detail
- Declaration.

Date:-

Place:-

Q16. Format of cover letter.

Sender's Address

Date

Receiver's Address.

subject:

Salutations:

—
—
—

Thanking you.

sender's Name.