

\* Note Making:-

⇒ Linear note making:-

HEADING

1. Sub Heading

1.a. Sub point

1.b Sub point

1. b(i) sub sub point

1. b (ii) sub sub point

2.

2. Sub Heading

2.a Sub point

2.a(i) sub sub point

Key :-

Abbreviation and symbols used.

Summary [ 2 marks].

\* Meetings:-

→ AGENDA:-

Time	Topics	Speakers	Attendees	Duration
------	--------	----------	-----------	----------

⇒ Minutes of Meeting:-

- ∴ The meeting was held on \_\_\_\_\_ (Date)
- ∴ The meeting was held at \_\_\_\_\_ (Place)
- ∴ The meeting started at \_\_\_\_\_ (Time)

∴ Members Present:-

- ∴ { Name of All present }
- ∴ { members (with designation) }

∴ Members Absent:-

[Nothing should be written, until given in que.]

∴ Call to Order

- ∴ { Summary Type }
- ∴ { kisme kya bola woh sab }

∴ Conclusion Stated

- ∴ { conclusion }

∴ Action Taken Report will be Submitted on \_\_\_\_\_  
Date

Compulsory  
likhna  
hai

∴ Minutes Submitted by  
Name  
(Secretary)

⇒ Action Taken Report:-

As per meeting held on \_\_\_\_\_ at \_\_\_\_\_  
following action have been reported.

- ↓
  - ↓
  - ↓
- } To bhi kiya gaya ho }  
} usoh likhna hai }  
} (Buna Buna kar) }

Undersigned — compulsory  
Name \_\_\_\_\_  
Designation: \_\_\_\_\_

\* Letter writing:

⇒ FORMAL :-

Senders Address

Date:

Receiver's Name / Designation

Receiver's Address

Salutation [Dear sir/ma'am]

Compulsory in middle  
Sub:- [Purpose]

CONTENT -  
- Introduction  
- Body  
- Conclusion

Complementary Close (Yours Sincerely)

Name of Sender  
Designation

⇒ Recovery letter:-

(Start) → this is with reference to order no. \_\_\_\_\_  
(no. dated on \_\_\_\_\_ (Date)

⇒ Circular Writing:-

Circular No:- \_\_\_\_\_

Date:- \_\_\_\_\_

Title of Circular

For - \_\_\_\_\_ (for the people, whom this circular is made)

Content - \_\_\_\_\_ (straight to point)

Name of person, who is issuing circular.

Designation \_\_\_\_\_

⇒ Memo:-

Company Name \_\_\_\_\_

Address \_\_\_\_\_

Inter Office Memo

Date : \_\_\_\_\_

To : \_\_\_\_\_

From : \_\_\_\_\_

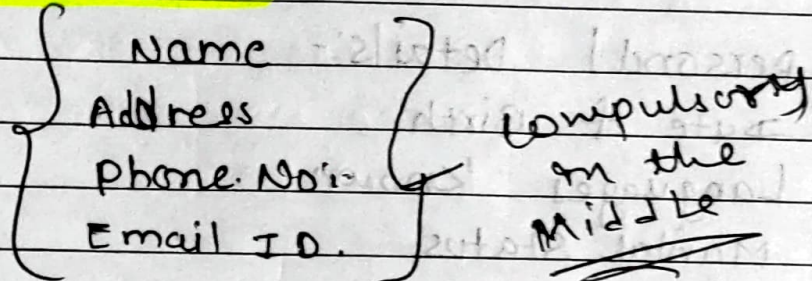
Reference : \_\_\_\_\_

Subject: \_\_\_\_\_

Content: \_\_\_\_\_

\* Resume Writing:

⇒ Chronological Resume:-



Career Objective

To be associated with an organisation which will provide me tremendous opportunities to grow & where I can utilize my skills to maximum.

Summary

Experience

write your good points and good working / vocabulary points here

Work Experience [Reverse chronology]  
(present ka pehle, baadme past me)

Education [Reverse chronology]

(present/latest ka pehle, past ka baadme)

Table Format

sr. No.	Qualification	University/Board	Year of Passing

**Skills:-** (Personal and professional - Done)  
(Crada preference professional ke deneka)

**Personal Details:-**  
Date of Birth  
Languages Known  
Marital Status  
Permanent Address

Reference to  
(Agar gues me ho deneka naito 2  
references will be provided upon request  
(Likhneka))

**Declaration**

I solemnly declare that all  
information provided above is true to the  
best of my knowledge and belief.

Date:- \_\_\_\_\_ Signature:- \_\_\_\_\_  
Place:- \_\_\_\_\_ Name:- \_\_\_\_\_

⇒ **Functional Resume :-**

Name:-  
Address:-  
Phone No.:-  
Email ID:-  
Date of Birth:-

Career Objective  
(same as in chronological Resume)

Technical Skills:- (Professional)

Personal Skill:- (Personal)

Education (Reverse chronology)

Sr. No.	Qualification	Board/University	Year of passing

Achievements:- [work/Professional Achievement]

Experience:- [Reverse chronology]

Reference

Declaration  
(same as in chronological Resume)

Date  
Place

Sign  
Name



⇒ **Combination Resume :-**

Name :-

Address :-

phone No :-

Email ID :-

Career objective

(same as in Chronological Resume)

Summary

{ write your experience in past companies }

Education :- (Reverse Chronology)

Sr. No.	Qualification	University/board	Year of pass

Technical skills :- (profession skills)

Employment Experience :- (work experience)  
(Reverse Chronology)

Computer Skills :-

Personal skills :-

Reference :- (same as in Chronological Resume)

Declaration :-

Date : \_\_\_\_\_  
Place : \_\_\_\_\_

sign : \_\_\_\_\_  
Name : \_\_\_\_\_

\* Report Writing :-

⇒ News paper Report :-

- Title
- By (Name of Reporter)
- (Compulsory) (optional)
- Place, Date, (content)

Use Past Tense and Third Person

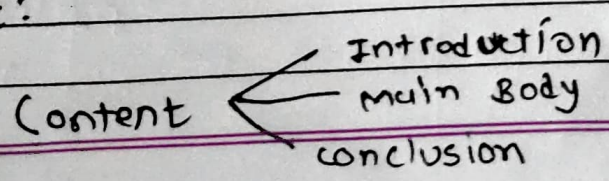
⇒ Magazine Report :-

- Title
- Name of the Reporter
- Content of the Report

⇒ Formal Report :-

Heading

- To :
- From :
- Date :
- Subject :



\*

E-mail writing :-

From : (Mail id of sender)

To : (mail id of Receiver)

Cc :

Bcc (cc = carbon copy)

Subject :

Salutation : [Dear sir/ma'am]

Content → Intro  
Body  
Conclusion

Closure → Thanks & Regards  
Yours Sincerely.

Name of sender

Designation

Contact No.

Formal Report :-

Heading

Introduction

Main Body

Conclusion