

**BBA (GEN.) II SEM (SEC: A)****Business Communication (CODE: 110)**

S.NO.	NAME	ENROLL.NO.	TOPICS
1	ROHIT KUMAR YADAV	00190101719	Communication,aspects and its significance
2	RIDHIMA	00290101719	Interview letters and promotion letters with examples
3	DEEPAK YADAV	00390101719	Process of communication.
4	ISHAAN SAXENA	00490101719	Business communication,its aspects and significance
5	PRATEEK TAYAL	00590101719	Principles of effective business communication.
6	SACHIN VISHVAKARMA	00690101719	7Cs of communication with various examples
7	NISHANT PANGHAL	00790101719	Persuasive letters and request letters with examples
8	KADAMBARI MALHOTRA	00890101719	Difference between learning written and spoken English
9	TARUN SEHRAWAT	00990101719	Improving command over written English
10	SOHIT	01090101719	Improving command over spoken English
11	MUSKAN GROVER	01190101719	Effective listening,its significance in business organisation
12	AYUSHI JAIN	01290101719	From "Talk" to "listen" is the change required among students.
13	AMRIT SHARMA	01390101719	Points to be kept in mind when dealing with people face to face.
14	DEEPAK KARAHANA	01490101719	Making use of combination of various media of communication in business
15	RAVI YADAV	01590101719	Ways to increase one's professionalism and personality
16	TWINKLE	01690101719	Need and importance of business communication
17	TUSHAR SINGH	01790101719	Use of technical language and acronyms in business communication
18	VISHAL RANA	01890101719	Ensuring that the message reaches the receiver in the right spirit
19	MADHAV RAJ THAKUR	01990101719	Importance of body language in business communication
20	AKSHAY RANA	02090101719	Idea of a global world
21	SUGREEV KUMAR	02190101719	impact of globalization on organisational communication
22	KARTIKA DHINGRA	02290101719	Impact of globalization on multicultural communication
23	GAUTAM KAUL	02390101719	Culture through global communication
24	AKRITI PANDEY	02490101719	Etic approach to culture
25	HARSHIT TANEJA	02590101719	Emic approach to culture
26	TANNU JANGRA	02690101719	Cross cultural dimensions of business communication
27	SACHIN KUMAR	02790101719	Relating technology with communication
28	ANSHUL	02890101719	Ethical and legal issues in business communication
29	HARIOM OJHA	02990101719	Overcoming cross cultural communication

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S.NO.	NAME	ENROLL.NO.	TOPICS
30	AMAN RAO	03090101719	Need, functions and layout of letter writing
31	SAMIR KHAN	03190101719	Different types of letter writing
32	NIKHIL PHALDAKOTI	03290101719	Sales letters and complaints with examples
33	SHIVAM	03390101719	Employment related letters
34	DIPESH SHOKEEN	03490101719	Resignation letters and Interview letters with examples
35	JAISH SEHRAWAT	03590101719	Barriers of communication- meaning, need and types
36	VISHAL GAHLOT	03690101719	Newsletters and circulars with examples
37	HIMANSHU HASIJA	03790101719	Agendas and notices with examples
38	KARTIK KUMAR	03890101719	Office memorandums and office orders with examples
39	AMIT SINGH BISHT	03990101719	Basics of effective project writing
40	HARSH RANA	04090101719	Presentations becoming an integral part of pedagogy
41	PARAS VIG	04190101719	Resume preparation for a job
42	KANISH YADAV	04290101719	Group discussion on the topic "Capital punishments for the rapists"
43	NAITIK SHARMA	04390101719	Traits of a good leader. Classroom teaching and leadership
44	RISHU KUMAR SHAHI	04590101719	Importance of grapevine communication in an organization
45	ANMOL VERMA	04690101719	Parts of a good business letter
46	KANIKA BEDI	04790101719	E-mail basic etiquettes
47	RAHUL KATARIA	04890101719	Salient features of a good resume. Difference with a CV. Examples of each
48	PRABAL BHARDWAJ	04990101719	Individual traits one should reflect while appearing in an interview
49	SREELAKSHMI	05090101719	Minutes in meeting
50	PRATHAM SEHRAWAT	05190101719	Basics of effective group discussion. Abilities and skills required
51	YASH	05290101719	Effective report writing with examples
52	NISHANT SHARMA	05390101719	Presentation writing
53	ANUJ	05490101719	GD and mock interviews
54	SHIVAM SHARMA	05590101719	Writing memos