



Suryodaya College of Engineering & Technology, Nagpur

Survey No. 117/1 & 117/3 A, Near Dighori Naka, Vihirgaon, Umrer Road, Nagpur, Maharashtra 441204

Department of Business Management

ASSIGNMENT

Subject- Managerial Skills for Effectiveness Swati Sontakke

Faculty Name- Prof.

Semester- Ist

Session-2023-24

Course Code-1T8

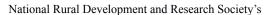
SOLVE ANY FIVE QUESTIONS

- **Q1.** Write the 10 Proverb with meaning and make sentence on Proverb.
- **Q2.** Write an Essay on Stock Exchange and their Role.
- **Q3.** Pushpa Stores, a dealer in cosmetics, wishes to place an order with Olay Production, Manufacturers of Herbal cosmetics items. Write a letter of place a order to the Sales Manager mentioning that the goods be sent by train, carriage forward to Nagpur. Mention also the mode of payment.
- Q4. Prepare your own CV using suitable template of MS Word
- **Q5.** Write a covering letter to forward above CV for a fresher position in a MNC.
- **Q6.** Write essay on Black money and Indian Economy.
- **Q7.** Give at least 10 examples of pairs and group of words and frame sentences indicating their usage.
- **Q8.** Write a Letter of Enquiry (solicited Enquiry) to a manufacturer of Finolex Pumps seeking information about the different kinds of products so that a decision may be taken to place an order.
- **Q9.** What is meant by synonyms and antonyms? Explain with 5 examples each.
- **Q10.** Develop the students Mark List for 20 students in a worksheet and calculate total, average, percentage, and save it. Specify the result also. (Field Names: Sr. No., Name of Student, Course, Gender, Category, Enrolment Number, Mark1, Mark2, Mark3, Total, Average, percentage and Result).

*****THE END****

Last date of submission of Assignment is **04 Nov 2023.**

- Assignment should be hand written & Physical/ hard copy is required to submit.
- > Attempt all the questions and submit assignment to the respected Faculty Member on or before







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Due date.

- > If any problem/ query related assignment call or meet Prof. Amir Khan
- ➤ Assignment should be written in A4 size Paper & Submit in Plastic Folder File.