



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- 1st
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



National Rural Development and Research Society's



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

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.