


**SRI PADMAVATI MAHILA VISVAVIDYALAYAM  
(WOMENS) UNIVERSITY, TIRUPATI- 517502(A.P)  
CENTRE FOR DISTANCE AND ONLINE EDUCATION (CDOE)**

**MASTER OF COMMERCE**

**Mini Project for Semester-1**

**M.COM 106 – BUSINESS COMMUNICATION IN PRACTICE**

1. Write at least 4 types of business letters along with the formats and examples (5 Marks)
2. Prepare your resume in a right format expected by the corporates (5 Marks)
3. Write a 2-3 page note on the following (10 Marks)
  - self introduction
  - any recent topic like circular economy, zero carbon, waste management, spiritual quotient
4. Take one newspaper article on any issue, read it, write the summary in your own words (5 Marks)
5. Listen to news in any channel and write the main points (5 marks)

  
**HEAD**  
**Dept. of Business Management**  
**SRI PADMAVATI MAHILA VISVAVIDYALAYAM**  
**TIRUPATI - 517 502, (A.P.), INDIA**