

As per the notification by Assam University, Silchar No. F.No.AUR/21-1/2020/38 dated 22/07/2020, it is hereby informed that the examination of AECC-201(Foundation Course) and SEC-401 of TDC CBCS 2<sup>nd</sup> & 4<sup>th</sup> Semester of Radhamadhab College will be taken in online mode. In lieu of examination, online home assignment will be given to the students subject wise. ***This is mandatory for all students under CBCS.***

**Radhamadhab College, Silchar.  
Department of English  
Assignment Topic for TDC 4<sup>th</sup> SEM  
Paper: Skill Enhancement Course  
SEC-2: Soft Skills  
Full marks – 25**

**Submit an assignment on any one of the given set of topics. The paper should not exceed 1000 words. Students are also instructed to mention their stream, class and Roll No. in neatly formatted pdf.**

**Q. 1.**

**25**

- a. What are the major types of organizational communication?**
- b. What are the essential features of good communication in an organization? Illustrate with suitable examples.**

**Or**


**Q. 2.**

- a. Define Memo writing.**
- b. Imagine yourself as an assistant manager in a company. You are responsible for collecting bills and processing them for payment. You find that you have received more bills than the money you have with you to make the payment. Write a memo to the Finance Officer of your company to allocate more funds to you so that you can process the bills and disburse the money to the people concerned.**

Students can send assignment in the Whatsapp group of English department. However, in case, any student finds it difficult to submit the assignments by Whatsapp, then he/she can submit the hard copy in the College office from 2<sup>nd</sup> August to 10<sup>th</sup> August, 2020. In such case, the students will have to put on face mask and maintain social distancing. Not more than 10 students will be allowed to enter the College premises in order to avoid mass gathering. The last date for submitting the assignment by Whatsapp or email or to the College office is 10<sup>th</sup> August, 2020.

For doubts, contact – Smt. Arundhati Dutta Choudhury, Head, Department of English at 9435175266.

***\*This is mandatory for all students under CBCS.***

  
**Principal  
Radhamadhab College  
SI: CHA 0 798006**