An exercise has been conducted covering the following aspects of communication.

Instruction:

Students shall be asked to measure different aspects of formal communication on the white board.

- i. Letter of Writing
- ii. Pattern of Writing
- iii. Focus of Writing
- iv. Address in Writing
- v. Approach in Writing like to whom, how and what
- vi. End Note in the Writing
- vii. Other similar aspects shall be covered and measured followed by discussion.