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Vice Prin. Shri. N. T. Patil
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Title of Activity : **Seminar**
Speaker : Shri. A. B. Gavali
Date : 15th February 2024
Organized by : **Department of Advanced Diploma In Medical Laboratory Technology**
Summary : Guest Lecture on "Business Correspondence" was organized by Department of B. Voc. for Advanced Diploma In Medical Laboratory Technology Students.

Snapshots :



Outcome : Following are the outcome of this program.

1. This seminar has numerous benefits, including improving communicating skills, gaining expert knowledge, networking with other and renewing motivation and confidence. It creates goodwill between business and clients.
2. Students have learn about business correspondence means the exchange of information in a written format for the process of business activities.

3. Business correspondence can take place between organization, within organization or between the customers and the organization.
4. He also told that oral communication or face to face communication is not a business correspondence. The correspondence refers to the written communication between persons.