



Types of business letters

**Course Name : Business Economics
B.A., 1st Semester,
Undergraduate**

**Paper Title : Business
Communication**

**Unit No. : 2
& Title : Writing Skills**

**Lecture No. : 2
& Title : Types of business
Letters**

Credits

Subject Co-ordinator:

Dr. V. Chari
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Editing

Dhara shah

Multimedia

Gaurang Sondarva

Camera

Mukesh Soni

Technician

Kirit Dave

Mukesh Soni

Prod. Asst. & Editing Concept

Mukesh Soni

Helper

Ambalal Thakor

Ishwar Maratha

Tagdish Jadeja

Graphic Artist & Animator

Dilip Dave

Dhara shah

Producer

Dinesh Goswami

REFERENCES

- 1.** Bovee, Courtland L, John V Thill and Mukesh Chaturvedi. Business Communication Today. Delhi: Pearson Education, 2009. Print.
- 2.** Chaturvedi, P D and Mukesh Chaturvedi. Business Communication: Concepts, Cases, and Applications. New Delhi: Pearson Education India, 2011. Print.
- 3.** Magan, Sangeeta. Business Communication. New Delhi: International Book House Pvt.Ltd, 2013. Print.Yuval Ne'eman and YoramKirsh, The Particle Hunters, Cambridge University Press, Cambridge, 1996.