



# PANIPAT INSTITUTE OF ENGINEERING & TECHNOLOGY

(Approved by AICTE, New Delhi & Affiliated to Kurukshetra University, Kurukshetra)

## DEPARTMENT OF APPLIED SCIENCES & HUMANITIES

Ref. No. PIET/ASH/LL/2020/02

Date: 15.04.2020

### NOTICE

### “Penning Perspectives through the Art of Letter Writing”

This is to inform you that an online session on letter writing is being planned by the department. Whether you're writing thank-you notes, applications, or professional connections, this session will provide you with the tools you need to write powerful letters. Come and learn useful techniques for letter structuring, selecting the appropriate tone, and drawing the reader in from the opening line. Improve your capacity for genuine, professional, and clear communication.

The session will be held on Zoom platform on 22/04/2020 from 10:00 AM onwards. For registrations the interested students can share their details in google circulated through student WhatsApp groups. The link will be shared only to the registered students through a separate WhatsApp group.

For any clarifications contact: 7206718009

Sr no.	Name	Department	Designation	Contact No.
1	Dr. Nisha	ASH	Coordinator	7206718009

**Dr. Vinay Khatri**  
Head of the Department, Technology  
Applied Sciences and Humanities,  
PIET

Cc:  
To all student WhatsApp groups



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## REPORT

- **Name of the Event:** Session on “Penning Perspectives through the Art of Letter Writing”
- **Event date:** 22/04/2020
- **Time:** 10:00 a.m. onwards
- **Venue:** Zoom Platform
- **Mode:** Online
- **Resource Person for the session:** Ms. Nagma, Assistant Professor, ASH (9896661729)
- **Name of the coordinator:** Dr. Nisha, AP, ASH
- **Total no. of attendees in the event:** 18

The department of Applied Sciences and Humanities organized an online session on **Penning Perspectives through the Art of Letter Writing**. Ms. Nagma, Assistant Professor, PIET conducted the session as a resource person. The speaker was introduced by **Dr. Nisha**, coordinator of the event, with a warm welcome. The session aimed to revive the lost art of letter writing and equip students with the skills to compose effective and impactful letters. Ms. Nagma emphasized the significance of letter writing as a means of personal and professional communication. She highlighted the unique qualities of handwritten and digital letters in conveying emotions, thoughts, and ideas.

The speaker introduced various letter formats, including formal, informal, and business letters. She explained the specific conventions and etiquette associated with each style. Ms. Nagma provided guidance on writing compelling and interesting letters. She emphasized the importance of clarity, conciseness, and authenticity in expressing thoughts and feelings. Ms. Nagma discussed the different purposes of letter writing, such as expressing gratitude, apologizing, congratulating, and requesting. She provided practical examples and templates for each type of letter.




















In conclusion, the speaker emphasized the impact of handwritten letters in building relationships and creating lasting impressions. She discussed the psychological benefits of handwriting and the art of letter design. The session included interactive elements to enhance participant engagement. Ms. Nagma conducted group activities where students practiced writing different types of letters. She encouraged students to share their letters and receive feedback from peers. At the end, the head of the department, (**Prof.**) **Dr. Vinay Khatri** (HOD, ASH) presented a vote of thanks.

Close

Free Trial

# Participants (18)

Search

- A** Arpit (me)  
- N** Narayan (Host)  
- A** Aditya  
- P** Pranav  
- R** Radhika  
- B** Bhumika  
- P** Priyanshu  
- G** Grisham  
- L** Lakshay  
- M** Madhav  
- K** Keshav  

Invite

Fig 1. Participants attending the session on Letter Writing



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## LIST OF PARTICIPANTS/ATTENDEE

### Art of Letter Writing

SR.NO.	NAME	ROLL. NO.
1	ARPIT	2819068
2	DEEPCHAND	2819070
3	NARAYAN	2819084
4	JITENDER	2819098
5	PRANAV	2819103
6	KASHISH JAIN	2819105
7	RADHIKA	2819111
8	BHUMIKA	2819112
9	PULKIT	2819115
10	PRIYANSHU	2819120
11	KESHAV	2819190
12	GRISHAM	2819194
13	KAMAL KUMAR	2819195
14	LAKSHAY	2819197
15	SURESH RAJ JOSHI	2819199
16	MADHAV	2819200
17	KASHISH BUDHIRAJA	2819201
18	KUNAL GUPTA	2819202

  
Event Coordinator