



PANIPAT INSTITUTE OF ENGINEERING & TECHNOLOGY

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

DEPARTMENT OF APPLIED SCIENCES & HUMANITIES

Ref. No. PIET/ASH/LE/2024/02

Date: 12-05-2024

NOTICE

"Penning Perfection: Mastering Effective Letter Writing Skills"

It is hereby informed that the department is going to organize a transformative session on improving the letter writing skills of the students. It is scheduled to take place on 21st May 2024 in Seminar Hall, G Block from 1:00 p.m. onwards. This session is tailored to enhance participants' abilities in crafting well-written and impactful letters. It will also deliver the key components of effective letter writing, including structure, tone, and clarity. Participants will have the opportunity to learn practical tips and techniques for drafting various types of letters, from formal correspondence to personal notes, refining grammar and syntax. The students who are interested in participating in this session can contact the coordinator.

Sr. no.	Name	Department	Designation	Phone no.
1	Ms. Shikha	ASH	Coordinator	9055293178

Dr. Vinay Khatri

Head of Department

Applied Sciences and Humanities

PIET

HOD, Applied Sciences
Panipat Institute of Engineering & Technology
Pattikalvana, SAMALKHA (Panipat)

Cc:

All notice boards



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REPORT

- **Name of the Event:** Session on "Penning Perfection: Mastering Effective Letter Writing Skills"
- **Event date:** 21/05/2024
- **Time:** 1:00 p.m. onwards
- **Venue:** Seminar Hall, G Block, 1st Floor
- **Mode:** Offline
- **Name of the Resource Person:** Ms. Sumit, Assistant Professor, ASH (9306136580)
- **Name of the coordinator:** Ms. Shikha, AP (ASH)
- **Total no. of attendees in the event:** 35

In today's fast-paced digital age, the art of crafting compelling written correspondence holds a timeless significance. An exciting session on “**Penning Perfection: Mastering Effective Letter Writing Skills**” was organized by the Department of Applied Sciences and Humanities on May 21, 2024, for the students. The event kicked off with a gracious and warm welcome extended to the distinguished speaker, **Ms. Sumit**, Assistant Professor, ASH by **Dr. Nisha Dahiya**, Associate Professor, ASH. The speaker empowered participants with the essential tools and techniques needed to craft compelling and assertive letters for a variety of personal and professional purposes, emphasizing the art of clear, organized, and persuasive communication. She offered hands-on guidance in structuring letters, including appropriate greetings, well-organized content, and impactful closing statements, ensuring a seamless and engaging flow of ideas. She explained how letter writing in the corporate world is essential for conveying formal messages, establishing professional relationships, and documenting business transactions effectively. It serves as a formal mode of communication that leaves a lasting and tangible record of agreements, decisions, and interactions, fostering clarity, accountability, and professionalism in business correspondence.

By the conclusion of the session, students were able to have improved ability to craft professional and persuasive cover letters for job applications and internship opportunities, leading to enhanced employment prospects. The esteemed speaker was felicitated by (**Prof.**) **Dr. Vinay Khatri** (HOD, ASH) and gracious vote of thanks was extended by the coordinator of the event, **Ms. Shikha**. Expressing heartfelt appreciation for the valuable knowledge and perspectives shared, the audience reflected on the enriching experience and bid farewell with gratitude for the enlightening session.



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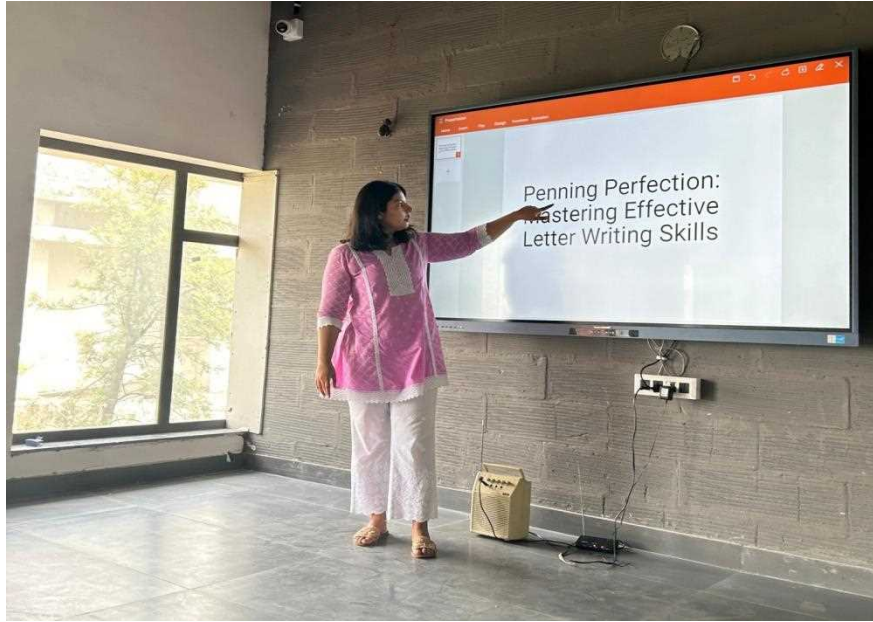
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LIST OF PARTICIPANTS/ATTENDEE

Effective Letter Writing Skills

SR.NO.	NAME	ROLL. NO.	SIGNATURE
1	ANKIT RAJ	2823302	Ankit
2	AJAY DAHIYA	2823305	Ajay
3	HIMANSHU GOEL	2823306	Himanshu
4	LAKSHAY	2823310	Lakshay
5	AMAN KUMAR	2823311	Aman
6	KEWAL	2823313	Kewal
7	AMAN SINGH SHEKHAWAT	2823315	Aman Shekawat
8	ARVIND	2823316	Arvind
9	JAPJOT SINGH	2823321	Japjot Singh
10	BHAWNA	2823322	Bhawn
11	VANSHIKA	2823323	Vanshika
12	GOLDAN	2823331	Goldan
13	AKSHIT NIRWAL	2823330	Akshit
14	PRINCE SINGH	2823337	Prince
15	SAGAR	2823343	Sagar
16	AYUSH BAINS	2823344	Ayush
17	SHUBHAM	2823345	Shubham
18	TAVISHI	2823349	Tavishi
19	SHREYA GUPTA	2823350	Shreya
20	AARUSHI	2823351	Aarushi
21	KRISH MANGLA	2823356	Krish
22	SUKRITI MITTAL	2823357	Sukriti
23	ARYAN	2823627	Aryan
24	MUSKAN	2823628	Muskan
25	PRIYANSH	2823629	Priyansh
26	UJJAWAL LAMBHA	2823631	Ujjawal
27	HARSH	2823358	Harsh
28	ANSH	2823361	Ansh
29	NEHA	2823368	Neha
30	ATUL ANTIL	2823370	Atul
31	GARVIT CHAUDHARY	2823372	Garvit
32	LAKSHAY	2823376	Lakshay
33	ADITYA	2823379	Aditya
34	RASHI	2823382	Rashi
35	ADITYA SINGH	2823384	Aditya

Event Coordinator:
21/05/24



Pic 1. Session given by Ms. Sumit



Pic 2. Students attending the session