**Business Communication**

**NMIMS Centre for Distance and Online Education (NCDOE)**

**Internal Assignment Applicable for April 2025 Examination**

**1. You have been invited for a crucial meeting and this is your wonderful chance to make a good impression as your head of marketing will be present in the meeting. You have been tasked to moderate the meeting. What are the things that you should keep in mind during and after the meeting to maximize benefits from the outcome of this meeting?**

**Answer:**

**Introduction:**

Moderating a crucial meeting, especially in the presence of the head of marketing, is an opportunity to showcase leadership, communication, and organizational skills. Effective moderation ensures the meeting stays focused, productive, and results-driven. During the meeting, it is essential to set a clear agenda, facilitate balanced participation, manage time efficiently, and keep discussions aligned with objectives. Active listening, summarizing key points, and addressing conflicts diplomatically enhance engagement and decision-making. After the meeting, following up with well-documented minutes, tracking action items, and ensuring accountability among participants maximize the benefits of the discussion. Demonstrating professionalism and strategic thinking will leave a lasting impression, positioning you as a capable leader within the organization.

**This is partially solved sample answer**

**Unlock your academic success with our fully solved NMIMS assignments available for the April 2025 session!**

**We guarantee the lowest price of just INR 150 per assignment, ensuring you receive top-quality solutions tailored to your needs.**

**Reach out today and secure your fully solved NMIMS assignments at the best prices.**

**Email: For inquiries and orders, reach out to us at** [**smu.assignment@gmail.com**](smu.assignment%40gmail.com)

**WhatsApp: You can also contact us directly at +919741410271 for immediate assistance**

**Our website:** [**https://www.mbaassignmentsolutions.com/**](https://www.mbaassignmentsolutions.com/)

**2. People are spitting chewing gums and pan masala in the newly constructed washroom. All the newly constructed design has taken a bad shape and the housekeeping staff is complaining about it. You need to end this practice. Write a memo to all the employees sensitizing them about the business etiquettes and general guidelines of using the washroom.**

**Answer:**

**Introduction:**

Maintaining cleanliness and hygiene in the workplace is essential for a professional and respectful environment. Unfortunately, it has been observed that employees are spitting chewing gum and pan masala in the newly constructed washroom, leading to unsanitary conditions and damaging the design. This practice not only affects the aesthetic appeal but also creates challenges for the housekeeping staff. As responsible professionals, it is crucial to follow basic business etiquette and uphold hygiene standards. This memo aims to sensitize all employees about proper washroom usage, emphasizing cleanliness, respect for shared spaces, and adherence to workplace policies. Cooperation from everyone is expected to ensure a clean, healthy, and professional working environment for all.

**This is partially solved sample answer**

**Unlock your academic success with our fully solved NMIMS assignments available for the April 2025 session!**

**We guarantee the lowest price of just INR 150 per assignment, ensuring you receive top-quality solutions tailored to your needs.**

**Reach out today and secure your fully solved NMIMS assignments at the best prices.**

**Email: For inquiries and orders, reach out to us at** [**smu.assignment@gmail.com**](smu.assignment%40gmail.com)

**WhatsApp: You can also contact us directly at +919741410271 for immediate assistance**

**Our website:** [**https://www.mbaassignmentsolutions.com/**](https://www.mbaassignmentsolutions.com/)

**3. ABC coaching academy has started recently. They understand that coaching is a different industry and they have lined up the best faculties and have priced themselves low than their competitors. However, since they do not have credentials to support, they intend to write emails to prospective parents addressing their possible concerns of putting their children to this coaching academy. To expand their business, they are also inviting franchisees. ABC coaching academy is looking to open 2-3 franchisees now as they are new.**

**a. Write an email to a couple of possible people who would be willing to invest in franchisees. Your email should be convincing them to open new branches across the city?**

**Answer:**

**Introduction:**

ABC Coaching Academy is expanding its presence and inviting passionate entrepreneurs to partner with them by opening franchise branches across the city. With a strong focus on quality education, experienced faculty, and an affordable pricing model, the academy presents an excellent investment opportunity. As a new yet ambitious coaching institute, they aim to establish credibility and grow with strategic franchise partnerships. This email will highlight the academy’s unique advantages, market potential, and the benefits of investing in a rapidly growing education sector.

**This is partially solved sample answer**

**Unlock your academic success with our fully solved NMIMS assignments available for the April 2025 session!**

**We guarantee the lowest price of just INR 150 per assignment, ensuring you receive top-quality solutions tailored to your needs.**

**Reach out today and secure your fully solved NMIMS assignments at the best prices.**

**Email: For inquiries and orders, reach out to us at** [**smu.assignment@gmail.com**](smu.assignment%40gmail.com)

**WhatsApp: You can also contact us directly at +919741410271 for immediate assistance**

**Our website:** [**https://www.mbaassignmentsolutions.com/**](https://www.mbaassignmentsolutions.com/)

**b. Write a letter to all the parents assuring them the best for their children and answer the possible queries that they may have?**

**Answer:**

**Introduction:**

ABC Coaching Academy understands that choosing the right coaching institute for children is a crucial decision for parents. Since the academy is newly established, it is natural for parents to have concerns regarding the quality of education, faculty expertise, and overall student success. To address these concerns, this letter will assure parents of the academy’s commitment to excellence, highlighting its highly qualified faculty, student-centric teaching methods, and affordable fee structure. It will also emphasize the academy’s focus on individual growth, doubt resolution, and academic excellence. By providing answers to common queries regarding course content, teaching approach, and student support, the letter aims to build trust and confidence among parents, ensuring them that their children’s education is in safe and capable hands.

**This is partially solved sample answer**

**Unlock your academic success with our fully solved NMIMS assignments available for the April 2025 session!**

**We guarantee the lowest price of just INR 150 per assignment, ensuring you receive top-quality solutions tailored to your needs.**

**Reach out today and secure your fully solved NMIMS assignments at the best prices.**

**Email: For inquiries and orders, reach out to us at** [**smu.assignment@gmail.com**](smu.assignment%40gmail.com)

**WhatsApp: You can also contact us directly at +919741410271 for immediate assistance**

**Our website:** [**https://www.mbaassignmentsolutions.com/**](https://www.mbaassignmentsolutions.com/)