



**B.V. Patel Institute of Management,  
Uka Tarsadia University**



**Date: 22/12/2021**

**Session on Letter Writing**

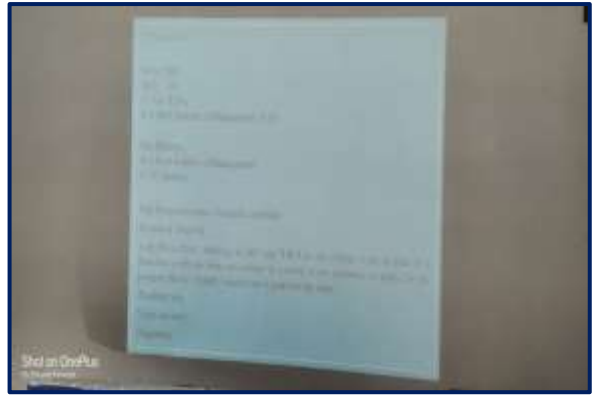
Objectives: Its aim how students should write an application that can attract the attention of an employer.

Outcomes of Session: At the end of the session students will know the importance of writing application in formal way.

Date	22-12-2021
Time	9:30am to 10:30 am
Venue:	J.D.HALL
Class:	FY BBA Students
No. of Students:	150
Speaker	Dr. Nipam Chauhan
Coordinator:	Ms. Vaishali Pillai & Mrs. Niyati Shah
Category	Student Development Club

B.V. Patel Institute of Management has organized a session on How to write Application Letter for the students of First year BBA on 22nd December 2021. It was conducted by Dr. Nipam Chauhan. This interactive session began with the sample applications written by students and further continued with the usage of appropriate structure, vocabulary, tone and sentence formation.





Various sample applications on different subjects were also discussed and practical works to students have also been given to them as practice. The session turned out to be fruitful as it comprised of the applications which are commonly written by students at the graduate level.