

NALLAMUTHU GOUNDER MAHALINGAM COLLEGE, POLLACHI

(An Autonomous Institution, Affiliated to Bharathiar University, Coimbatore)

Re-Accredited by NAAC: An ISO 9001:2015 Certified Institution

UG Department of Commerce CA

VALUE ADDED COURSE (2023-24)

22UCC4VA

Modern Commercial Correspondence

Course Highlights

- ❖ Art of Letter Writing
- ❖ Trade Enquiries and Letters
- ❖ Report Writing
- ❖ Banking Correspondence
- ❖ Insurance Correspondence
- ❖ Writing Mechanics

Course Convenor

Dr.P.Archanaa

Assistant Professor and Head

UG Department of Commerce (CA)

Course Coordinator

Dr.T.Vijaya Chithra

Assistant Professor

UG Department of Commerce (CA)