



Alva's Institute of Engineering & Technology

Shobhavana Campus, Mijar, Moodbidri, D.K – 574225

Phone: 08258-262725, Fax: 08258-262726

(Accredited by NBA New Delhi, 2019 – 2025)

Department of Artificial Intelligence & Machine Learning

CIRCULAR dated 15/05/2023

All the students of 2nd and 3rd year of Artificial Intelligence and Machine Learning department are informed to attend the following Soft Skill Training on 17th May, 2023, 11:00 am. The following resource person will be delivering you the eminent talks on the below mentioned topic.

Resource Person: **Mr. Karthik, Aerodynamiks, Mumbai.**

Topic: **Formal letter writing.**

Everyone's presence & co-operation in this regard is highly expected.

Cc to:

All Class Rooms

Notice Board

KHS 15/05/2023
HOD Sign. & Date
Head of the Department
Dept. of Artificial Intelligence & Machine Learning
(Dept. of AIML)
Alva's Institute of Engineering and Technology
Shobhavana Campus, Mijar
Moodbidri - 574 225, D.K. Karnataka, India



ALVA'S INSTITUTE OF ENGINEERING & TECHNOLOGY

(Unit of Alva's Education Foundation (R), Moodbidri)

Affiliated to Visvesvaraya Technological University, Belagavi & Approved by AICTE, New Delhi. Recognized by Government of Karnataka.

A+, Accredited by NAAC

Shobhavana Campus, MIJAR-574225, Moodbidri, D.K., Karnataka

Ph: 08258-262725; Mob: 722262724, 7026262725, mail: principalaiet08@gmail.com

DEPARTMENT OF ARTIFICIAL INTELLIGENCE AND MACHINE LEARNING

"Formal Letter Writing"

Resource Person: Mr. Karthik, Aerodynamik, Mumbai

Venue: AIML department classroom number 201

Total Number of Students Attended: 47

Date and Timings: 17/5/2023; 11:00 AM to 1:00 AM

The trainer instructed the students formal letter is defined as a letter for professional setting that follows certain guidelines and formats. It usually adheres to conventional standards and utilizes a ceremonious choice of language that is appropriate for official correspondence. The instructor also informed the students that formal letter can be used in various scenarios that require communication with professional contacts or authorities. For example, formal letter can be written in workplace, such as to boss or people in HR, perhaps for topics like sick leaves or registration letters.

Students were been practiced to formal letters on topics such as request letter for new ATM card, authorization to collect the registered post on my behalf. Later, the instructor corrected the letters that the students had written and highlighted the usual errors in writing formal letters.

Outcome: Students learned the proper format for formal letters and their importance.

KMP 18/05/2023
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