



**G. NARAYANAMMA INSTITUTE OF TECHNOLOGY & SCIENCE
(For Women)**

**(AUTONOMOUS)
Shaikpet, Hyderabad - 500104**

Training and Placement Cell

Event Report

Event Title: Technical Writing for Corporate Correspondence

Speaker: Mr Aneeq Dholakia ,Co-founder, Edyst.

Date: 21st Sep 2019

Time: 10:00 AM to 3:00 PM

Venue: F-10B HALL (F-Block 3rd Floor)

Introduction:

The event on "Technical Writing for Corporate Correspondence" aimed at enhancing students' proficiency in effective business communication. Participants engaged in workshops, honing their skills in drafting professional documents. The event provided valuable insights into the nuances of technical writing for corporate settings, emphasizing clarity and precision.

Key Highlights:

1. Practical exercises on drafting business emails and reports.
2. Interactive sessions on structuring technical documents.
3. Guidance on effective communication in corporate environments.
4. Peer feedback sessions for skill refinement.
5. Real-world case studies illustrating successful corporate correspondence.

Conclusion:

Students emerged from the event equipped with essential technical writing skills for corporate communication. The practical focus, expert guidance, and interactive nature of the sessions ensured participants gained valuable insights, enhancing their ability to produce clear and impactful written communication in professional settings.