



**Suggested Readings:**

- Scot Ober, Contemporary Business Communications, Biztantra.
- Bovee, Thill and Schatzman, Business Communication today, Pearson.
- John Seely, Oxford Writing and Speaking, Oxford.
- Parag Dewan, Business Communication, EB.
- Meenakshi Osborn and Suzanne Sharma, Technical Communication, Oxford.
- Khicha, Jain and Chundawat, Business Communication, Ramesh Book Depot.

**Paper-107 Viva-Voce**

The viva will be conducted by a panel of experts comprising an external examiner and internal examiner ( Director, MHRM). The External Examiner will be appointed by the Vice Chancellor out of a panel submitted by the Director Including 6 names.