



**MET'S Institute of Pharmacy
Bhujbal Knowledge City
Training & Placement Dept
Guest Lecture on
Professional Communication**

Details of the Expert

Name and address of Expert:

Mrs. Rasmi Marathe
Mahindra Pride Classroom
Naandi Foundation

Day and Date: Tuesday, 15/03/2022

Location: Zoom Meeting (Online Platform)

Audience attended the lecture:

Second year M.Pharm (43 students)

Highlights of the Lecture:

A Guest Lecture on **Professional Communication** Organized by Training & Placement Department of MET's Institute of Pharmacy, Bhujbal Knowledge City, Adgaon, Nashik. Total 43 students from Second year M.Pharm have attended the session. The primary objective of Professional communication is to convey information, instructions, policies, procedures, decisions, etc., through the E mail. It explores how skills of e-mail writing and e-mail etiquette can best be imparted to the students. This should be done in such a way that it successfully becomes their life-long tool for effective professional communication.

Mrs. Rasmi Marathe has specially explained preparation as a single most and the prime factor of How to write E-Mail. According to her E-mail writing is an art. It is the commonest mode of communication. It is different from other forms of writing because it is intended for a specific reader. An E-mail is written when something has to be conveyed to someone sitting far away. Writing requires imagination, creativity, careful planning and organisation. The language of the E-mail should be interactive.

Emails have become a crucial mode of communication, especially in most workplaces that are striving to become paperless offices. Hence while teaching Communication Skills to students in most of the PG courses that do not come under the umbrella of humanities, the component of E-mail writing becomes very crucial. Emphasis should be given to both their activities within the classroom as well as outside the contact hours with the instructor. The sessions should be practical rather than theoretical and look at ideas that can be immediately used in the classroom. An attempt has been made in the lecture to speculate upon possible the



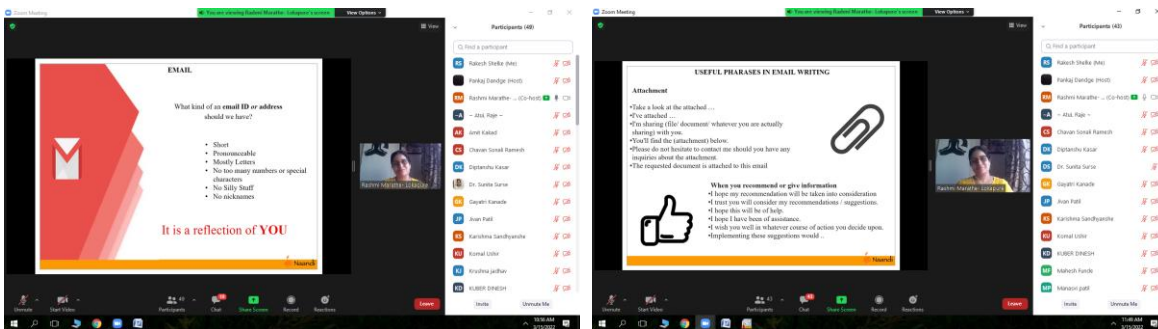
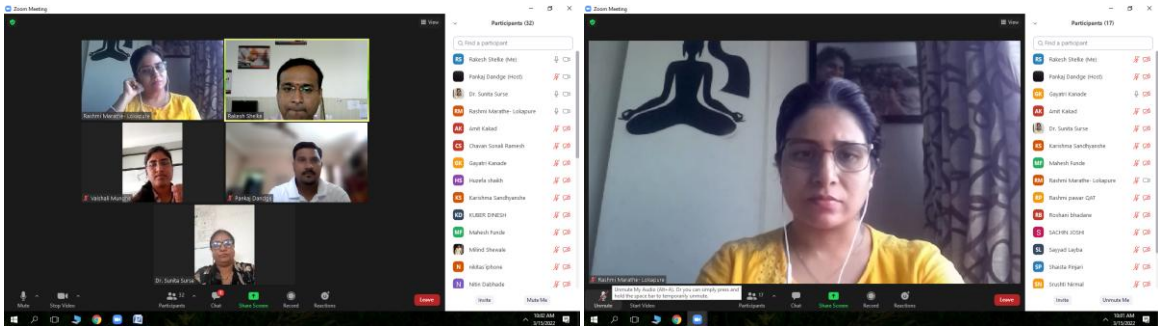
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activities and assignments that may inculcate in the students the ways of communicating various kinds of messages that may be sent through emails in the workplace. Students asked many queries which were resolved by Rashmi Madam.

Outcome:

Thus email writing should be given due attention with all its details and possible roadblocks so that effective, accurate and unambiguous communication becomes possible and gradually a consistent habit among the students. Overall it was very effective session for the PG students.

Photogallery



**Mr. Rakesh U. Shelke
Coordinator**



**Dr. Sanjay J. Kshirsagar
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