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**College of Administrative and Financial Sciences**

**Assignment 2**

**Deadline: End of Week 11,**

**Saturday, 03/04/2021 @ 23:59**

|  |  |
| --- | --- |
| Course Name: **Communication Management** | Course Code: **MGT 421** |
| Student’s Name: | CRN: |
| Student’s ID Number: | Semester: II |
| Academic Year: 1441/1442 H | |

**For Instructor’s Use only**

|  |  |
| --- | --- |
| Instructor’s Name: | |
| Students’ Grade: XX/05.00 | Level of Marks: High/Middle/Low |

**Instructions – PLEASE READ THEM CAREFULLY**

* The Assignment must be submitted on Blackboard (**WORD format only**) via allocated folder.
* Assignments submitted through email will not be accepted.
* Students are advised to make their work clear and well presented, marks may be reduced for poor presentation. This includes filling your information on the cover page.
* Students must mention question number clearly in their answer.
* Late submission will NOT be accepted.
* Avoid plagiarism, the work should be in your own words, copying from students or other resources without proper referencing will result in ZERO marks. No exceptions.
* All answered must be typed using **Times New Roman (size 12, double-spaced)** font. No pictures containing text will be accepted and will be considered plagiarism).
* Submissions without this cover page will NOT be accepted.

***Assignment Regulation:***

* All students are encouraged to use their own word.
* Each Answer is having word limit (**200-250 words**).
* Assignment -2 should be submitted on or before the end of Week-11 in Black Board only, if any student submit his/her work after the due date then Instructor have right to deduct grades.
* This assignment is an individual assignment.
* Citing of references is also necessary.

***Assignment Structure:***

|  |  |  |
| --- | --- | --- |
| **A.No** | **Type** | **Marks** |
| Assignment-2 | **Practicing Business Communication** | 05 |
| **Total** |  | **05** |

**Learning Outcomes:**

* The student will be able to Illustrating techniques and assessing skills of correct business research report writing; learn report writing style using an approved style and apply the basics of oral communication in a presentation of a project, including proper speech, organization, use of graphical aids, and effective non-verbal communications. (Lo 2.4)
* The students will be able to demonstrate his/her skills of writing effectively; Professional and Personal letters and applying techniques in in-house Communication or in Personal Communications such as memorandums, career search- follow-up communication, and solving the cases by using and analyzing the ethical and legal considerations in professional communication. (Lo 3.1)

**CONVENING THE CONVENTION**

In exactly 7 months, 2 days and 4 hours, retailers of Artificial Intelligence products from throughout the “Middle East” well decent on your city for the ***09th annual Artificial Intelligence products convention***, sponsored by your employer “***Taqnia Cyber***” as executive assistant to the president of the Association, you bear full responsibility for organising the convention and preparing for the guest.

**Assignment Question(s):**

1. **Write a letter of request to the major of your city ask for public services (such as police and paramedical services, due to Covid-19 Pandemics) that you will require during the convention.**

**Demonstrate, if possible that the convention is the interest of the mayor’s city. (02.50 Marks)**

1. **By the means of business letter, reverse the convention facilities of the star flight hotel. Abide by any request the hotel has made for a deposit. Specify the arrangements you expect from the hotel during the convention. (02.50 Marks)**

**Start Answering from next Page. (Page 03) and Answer 02 will be start from New Page As well.**

**Answers 1**

**Answer 02**