



A J INSTITUTE OF ENGINEERING AND TECHNOLOGY

NH-66, Kottara Chowki, Mangaluru -575006, Karnataka, INDIA

A Unit of Laxmi Memorial Education Trust®

(Approved by AICTE, New Delhi. Affiliated to Visveswaraya Technological University, Belagavi)

Language Proficiency Club

DATE-13-07-2020

To

The Principal

AJIET, Mangalore

Subject: Request for Permission to conduct a Webinar on “How to make people listen-effective communication skills” for 1st year and 2nd year students of AJIET via online mode.

Respected Sir,

I am writing on behalf of the Language Proficiency Club to seek your gracious permission to organize a Webinar on “**How to make people listen- effective communication skills**” for 1st year and 2nd year students of AJIET through Google meet. The event aims to enhance participants' communication skills through interactive sessions and expert guidance.

Details of the proposed programme are as follows:

- **Date:** 21-07-2020
- **Time:** 11:00am-12:00pm
- **Venue:** Google meet

Your approval will significantly benefit our students.

Warm regards,

Co-Ordinator, Language Proficiency club



Principal

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