



# 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)

## Department of Electronics and Communication Engineering

06/11/2019

To,

The Principal

AJIET Mangalore

Subject: Request for Permission to conduct a talk titled **A talk on “Mastering Soft Skills: Active Listening, Effective Verbal Communication”** for 3rd Year ECE Students.

Respected Sir,

I am writing on behalf of the ECE Department to seek your gracious permission to organize a talk titled **“Mastering Soft Skills: Active Listening, Effective Verbal Communication”** for 3rd Year ECE Students. This talk is designed to help students enhance their communication skills, which are crucial for academic success, professional development, and effective teamwork in the field of electronics and communication engineering.

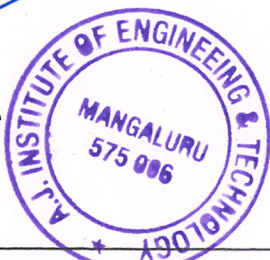
Details of the proposed training are as follows:

- **Date:** 11/11/2019
- **Timings:** 10:00am-4:00pm
- **Venue:** AJIET

Your approval will significantly benefit our students.

Warm regards,

HOD, ECE, AJIET



Principal

A.J. Institute of Engineering & Technology  
Mangaluru - 575 006

E-mail: [ajenggcollege@gmail.com](mailto:ajenggcollege@gmail.com), Web: <https://www.ajiet.edu.in>