



“आत्मा, विज्ञान आणि सुरक्षितार यासाठी शिक्षण यत्नार” - विज्ञानमण्डी श्री. वाणुजी साकुंदे
Shri Swami Vivekanand Shikshan Sanstha, Kolhapur.

VIVEKANAND COLLEGE, KOLHAPUR

(An Empowered Autonomous Institute)

Affiliated to Shivaji University

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Department of Management Studies

Use of ICT

Day & Date: Tuesday, 11/12/2025

Program: BBA **Class:** III

Name of Faculty : Ms. Chitresha Nangare

Name of Topic : Drafting Business letter using AI

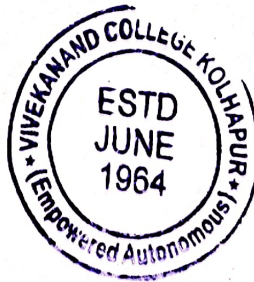
Number of Students : 50

Objectives of the ICT use :

To enable students to understand how Artificial Intelligence can assist in drafting professional and effective business letters.

Outcomes of the ICT Use :

- Identify the essential components of a business letter.
- Use AI tools to generate professional business letters.
- Create letters for common business situations such as inquiries, complaints, quotations, orders, and requests.
- Provide appropriate prompts to AI for generating business correspondence.
- Review and edit AI-generated letters for accuracy, tone, clarity, and professionalism.
- Understand the importance of maintaining confidentiality and avoiding inappropriate information while using AI.





“ज्ञान विज्ञान आणि सुलभकार काळाचे शिक्षण प्रसाद” - शिक्षणमन्त्री डॉ. बापूजी साठुंबे
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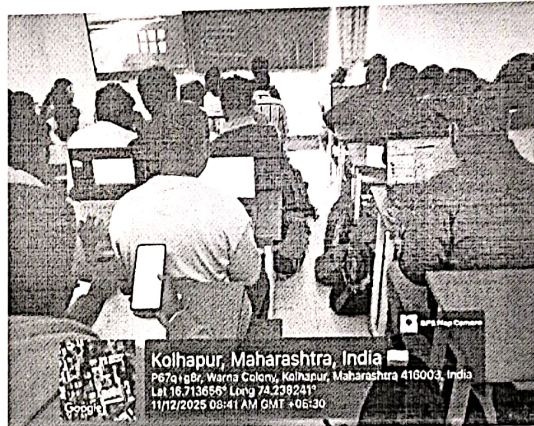
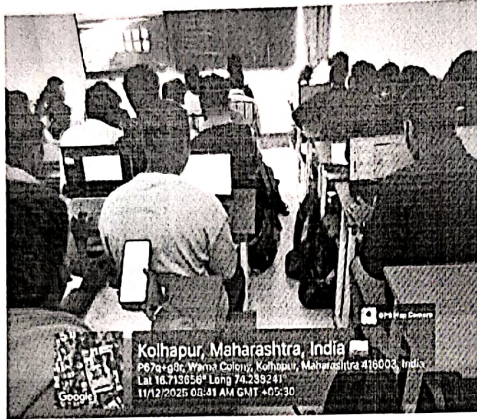
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Department of Management Studies

Geo-tagged Photos:



[Signature]

Program Coordinators



[Signature]
Mr. V. K. Jadhav

HEAD

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