



Professional Way of Writing Internal Memorandum



As part of Al Falah University's pursuit of professional development, College of Mass Communication (COMC) organized a lecture about the professional way of writing internal memoranda. Prof. Nasr Abbas, language professor under COMC, headed the seminar targeting AFU's administrative staff.

Prof. Abbas reminded the participants about the fundamental rules in writing professional memos such as spelling, punctuation and proper wordings.

Al Falah University strives to provide professional development for its administrative members to enhance their performance level and be more efficient and effective with their daily tasks.

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