

CIRCULAR

When preparing a circular, we consider the following tips:

- **Structure:** A circular should have a heading and a body. The heading should include information about the recipient, and the body should contain the information about the sender.
- **Tone:** Use an appropriate tone to connect with your readers.
- **Conciseness:** Keep your circular concise and use simple language.
- **Main point:** State your main point in the first paragraph.
- **Proofreading:** Proofread your letter before you send it.
- **Courtesy:** Present the information in a considerate manner.
- **Action:** Ask the recipients to take a specific activity.
- **Direct address:** Use direct address forms in the text of the letter. For example, you can use the name of the recipient to show your earnestness, sincerity, and friendliness.

A circular is a letter that is used to communicate the same information to a large group of people. It can be used internally, such as to explain new procedures to staff, or externally, such as to tell customers about a special offer.



ROHINI

COLLEGE OF ENGINEERING AND TECHNOLOGY

Approved by AICTE and affiliated to Anna University, (An ISO Certified Institution)

Common Circular

(To be read in all classes)

Our College celebrates Pongal day on 13.01.2025 (Thursday) at 11.1.a.m in the college campus. Staff and Students can come in traditional costumes. It is also informed the students that from (14.01.2025) to (17.01. 2025) will be declared as Pongal holidays.

Wish you A Happy Pongal 2025

Dr. R. Rajesh

Principal

To: All HODs

Administrative officer

Transport incharge

CC to

PA to Pro Chairman for kind information

PA to Managing Director for kind information
