

Bharath

INSTITUTE OF HIGHER EDUCATION AND RESEARCH
(Declared as deemed to be university under section 3 of UGC Act 1956. vide notification No.F.9-5/2000-U.3)

SCHOOL OF ARTS

Date:18.10.2021

VALUE ADDED COURSE

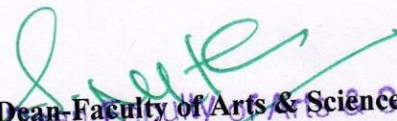
CIRCULAR

Sub: Certificate Course on Professional Communication- reg.,

With reference to the above-mentioned subject, we bring it to your notice that School of Arts, Bharath Institute of Higher Education & Research is organising **Certificate Course on Professional Communication**". The syllabus and registration form are enclosed below.

The candidates those who are interested to join must fill the registration form and submit to the course coordinator Mr. R. Balamurugan, School of Arts on or before 28.10.2021. The Registration form received after the mentioned date shall not be entertained under any circumstances.

Encl: A copy of Syllabus & Registration form


Dean-Faculty of Arts & Science
Bharath Institute of Higher Education & Research
(Declared as Deemed to be University U/S 3 of UGC Act 1956)
Chennai-500 073. INDIA

Copy To:

1.All HODs

2.Office File/ Notice Board

Bharath Institute of Higher Education & Research
School of Arts

Participant List

VALUE ADDED COURSE

Certificate Course on Professional Communication

S.NO	REG.No	NAME OF THE CANDIDATE	DEPARTMENT
1	U16CA001	ARUN S	BCA
2	U16CA002	YUVANESH K	BCA
3	U16CA003	NANDHINI POOJA R	BCA
4	U16CA004	SARAVANAN K	BCA
5	U16CA005	EVANGELIN DARTHI K	BCA
6	U16CA006	SURYA PRAKASH S	BCA
7	U16CA007	PREM J	BCA
8	U16CA008	NARENDHAR S	BCA
9	U16CA009	HARIHARAN E	BCA
10	U16CA010	GIRIDHARAN J	BCA
11	U16SC101	ABUBUCKER SIDDIK S	BSC-CS
12	U16SC102	SRIDHAR K	BSC-CS
13	U16SC103	ROHITH RAJ L R	BSC-CS
14	U16SC104	SANTHOSH M	BSC-CS
15	U16SC105	VIJAY S	BSC-CS
16	U16SC106	SARAVANAN R	BSC-CS
17	U16SC107	BALAMURUGAN B	BSC-CS
18	U16SC108	GANESHPRASANTH A	BSC-CS
19	U16SC109	MANIKANDAN K	BSC-CS
20	U16SC110	VIJAY J	BSC-CS
21	U16PS017	YESHWANTH T	BSC-PHYSICS
22	U16PS018	VIJAYA BASKAR B	BSC-PHYSICS
23	U16PS019	YUKANTHAN A	BSC-PHYSICS
24	U16PS020	KAVITHA C	BSC-PHYSICS
25	U16PS021	PAVANKRISHORE P	BSC-PHYSICS
26	U16BS006	GOWTHAM B	BSC-BIO
27	U16BS007	NARMADHA M	BSC-BIO
28	U16BS008	JAYASREE R	BSC-BIO
29	U16BS009	BHARGABJYOTI BORAH	BSC-BIO
30	U16BS010	MARTIN MANUEL	BSC-BIO
31	U16BS011	VELMURUGAN S	BSC-BIO
32	U16BS012	MANIKANDAN R	BSC-BIO
33	U16BS013	ABIRAMI G	BSC-BIO



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SCHOOL OF ARTS

Registration Form

Value Added Course

Certificate Course on Professional Communication

Date: 30.06.2021

Name : Abirami G
Reg.No. : 016BS013
Gender : Female
Department : Bsc - Bio
Year : 2021-2022
Contact No. : 9876512345
Email ID : Abirami12345@yahoo.com
Course Applied For : Professional Communication

Signature



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SCHOOL OF ARTS

Registration Form

Value Added Course

Certificate Course on Professional Communication

Date: 30-10-21

Name : Yeshwanth . T

Reg.No. : 016 P S 017

Gender : Male

Department : Physics.

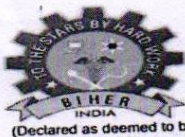
Year : 2016 - 2017

Contact No. : 94123 94123

Email ID : Tyeshwanth@gmail.com,

Course Applied For : Professional Communication.

Signature



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INSTITUTE OF HIGHER EDUCATION AND RESEARCH

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SCHOOL OF ARTS

Value Added Course

Certificate Course on Professional Communication

Syllabus

- Basics of Communication: communication-an overview; communication network in organizations; barriers and gateways to communication; essentials of non-verbal communication. Essentials of Grammar and Vocabulary: parts of speech; subject-verb concord; using tenses; punctuation marks; common errors; Indianisms; building advanced vocabulary.

Professional Reading and Writing

1. Reading Skills: understanding short real world notices, messages, factual materials; interpreting visual information; scanning, skimming; inferring meaning; critical reading; reading and information transfer; developing grammatical accuracy.
2. Essential Writing Skills: essay writing; e-mail writing; different types of business correspondence; arranging appointments, asking for permission, giving instructions; apologizing and offering compensation, making or altering reservations, dealing with requests, giving information about a product; reports and proposals; other business writing – memos, circulars, notice, agenda, minutes, advertising.

Professional Speaking

1. Mastering the Art of Conversation: features of a good conversation; improving conversation skills; telephoning skills; dialogues and debates; practice – discussing general topics, sharing ideas and perspectives; sharing personal experiences.
2. Public Speaking and Group Discussion Skills: pattern, method, persuasion; interesting speeches, different types of speeches; dynamics of group discussion – intervention, summarizing, voice modulation, body language, relevance, fluency and coherence; practice – discussing general topics, general interaction and social language, sharing ideas and perspectives, giving information and expressing opinions, sharing personal experiences, agreeing and disagreeing.

Vital Career Skills

1. Presentation and Meeting Skills: features of effective presentations and meetings, tips for effective presentations and meetings, practice sessions.
2. Resume Writing: structure and presentation, planning, defining the career objective, projecting one's strengths and skill-sets, summary, formats and styles, application/cover letter-writing.
3. Interview Skills: concept and process, pre-interview planning, opening strategies, answering strategies, interview through tele and video-conferencing, practice sessions.

Bharath Institute of Higher Education & Research
SCHOOL OF ARTS
TIMETABLE

Value Added Course

Certificate Course on Professional Communication

Course Duration:30 Hrs

S.No	Date	Time	Hour
1	01.11.21	2.00-4.00p.m	2
2	02.11.21	2.00-4.00p.m	2
3	03.11.21	2.00-4.00p.m	2
4	04.11.21	2.00-4.00p.m	2
5	07.11.21	2.00-4.00p.m	2
6	08.11.21	2.00-4.00p.m	2
7	09.11.21	2.00-4.00p.m	2
8	10.11.21	2.00-4.00p.m	2
9	14.11.21	2.00-4.00p.m	2
10	15.11.21	2.00-4.00p.m	2
11	16.11.21	2.00-4.00p.m	2
12	17.11.21	2.00-4.00p.m	2
13	18.11.21	2.00-4.00p.m	2
14	21.11.21	2.00-4.00p.m	2
15	22.11.21	2.00-4.00p.m	2

School of Arts

LESSON PLAN

VALUE ADDED COURSE

Certificate Course on Professional Communication Course Duration:30 Hrs

S.No	Date	Topic	Time	Hours
1	01.11.21	communication-an overview; communication network in organizations; barriers and gateways to communication; essentials of non-verbal	2.00-4.00p.m	2
2	02.11.21	common errors; Indianisms; building advanced vocabulary.	2.00-4.00p.m	2
3	03.11.21	understanding short real world notices, messages, factual materials; interpreting visual information;	2.00-4.00p.m	2
4	04.11.21	reading; reading and information transfer; developing grammatical accuracy.	2.00-4.00p.m	2
5	07.11.21	essay writing; e-mail writing; different types of business correspondence; arranging appointments,	2.00-4.00p.m	2
6	08.11.21	asking for permission, giving instructions; apologizing and offering compensation, making or altering reservations, dealing with requests	2.00-4.00p.m	2
7	09.11.21	proposals; other business writing – memos, circulars, notice, agenda, minutes, advertising.	2.00-4.00p.m	2
8	10.11.21	features of a good conversation; improving conversation skills; telephoning skills; dialogues and debates;	2.00-4.00p.m	2
9	14.11.21	practice – discussing general topics, sharing ideas and perspectives; sharing personal experiences.	2.00-4.00p.m	2
10	15.11.21	different types of speeches; dynamics of group discussion – intervention, summarizing, voice	2.00-4.00p.m	2
11	16.11.21	practice – discussing general topics, general interaction and social language, sharing ideas and perspectives, giving information and expressing opinions, sharing personal experiences, agreeing	2.00-4.00p.m	2
12	17.11.21	features of effective presentations and meetings, tips for effective presentations and meetings,	2.00-4.00p.m	2
13	18.11.21	structure and presentation, planning, defining the career objective,	2.00-4.00p.m	2
14	21.11.21	projecting one's strengths and skill-sets, summary, formats and styles, application/cover letter-writing.	2.00-4.00p.m	2
15	22.11.21	concept and process, pre-interview planning, opening strategies, answering strategies, interview through tele and video-conferencing, practice	2.00-4.00p.m	2



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SCHOOL OF ARTS

Course Feedback form

Value Added Course

Certificate Course on Professional Communication

Date: 22/11/21

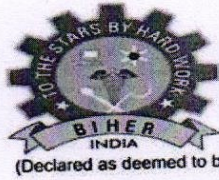
Course Title: Certificate Course on Professional Communication

Name: Arun, S
RegNo: 016CA001
Department: BCA

S.No	Particulars	1	2	3	4	5
(1. Very Unsatisfied 2. Unsatisfied 3. Neutral 4. Satisfied 5. Very Satisfied)						
1.	Objectives of the course clear to you					✓
2.	Course contents met with your expectations					✓
3.	Lecture sequence was well planned					✓
4.	Lectures were clear and easy to understand					✓
5.	Teaching aids were effective					✓
6.	Instructors encourage interaction and were helpful					✓
7.	The level of the course					✓
(1. Very poor 2. Poor 3. Average 4. Good 5. Excellent)						
8.	Overall rating of the course:					5

Please give Suggestion for the improvement of the course: ok


Signature



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Course Feedback form

Value Added Course

Certificate Course on Professional Communication

Date: 22/11/21

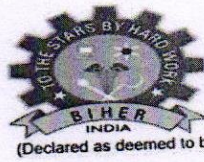
Course Title: Certificate Course on Professional Communication

Name: Vijay, J
RegNo: 0165C110
Department: Computer Science,

S.No	Particulars	1	2	3	4	5
(1. Very Unsatisfied 2. Unsatisfied 3. Neutral 4. Satisfied 5. Very Satisfied)						
1.	Objectives of the course clear to you					✓
2.	Course contents met with your expectations					✓
3.	Lecture sequence was well planned					✓
4.	Lectures were clear and easy to understand					✓
5.	Teaching aids were effective					✓
6.	Instructors encourage interaction and were helpful					✓
7.	The level of the course					✓
(1. Very poor 2. Poor 3. Average 4. Good 5. Excellent)						
8.	Overall rating of the course:					5

Please give Suggestion for the improvement of the course: ok

Signature



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Value Added Course

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Resource Person

Ms. Ramya, Sr. Manager, Chennai Aksent Academy, Chennai



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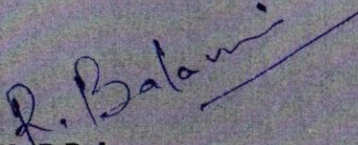
Bharath Institute of Science and Technology

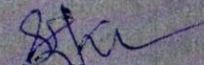
83,3,Agharam Main Road, Secretariat Colony, Tiruvanchery, Selaiyur, Chennai - 600126, Tamil Nadu, India.

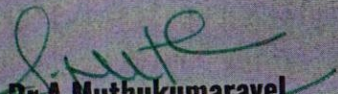
School of Arts

Certificate of Participation

This certificate is awarded to Mr./ Ms. VELMURUGAN S for enthusiastic participation and completion of the Certificate Course on Professional Communication from 01.11.2021 to 21.11.2021.


Mr. R. Balamurugan
Course Coordinator


Mr. S. Kannan
Convener


Dr. A. Muthukumaravel
Dean - Arts & Science