



**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 : 21-01-2022**

**CIRCULAR**

**Sub: Organizing Value added Course: Short term course on Exelinet-Business English Training - 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 organizing **Value added course "Short term course on Exelinet-Business English Training"**. The syllabus and registration form is enclosed below.

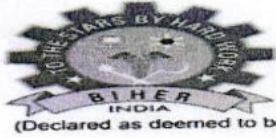
The candidates those who are interested to join must fill the registration form and submit to the Course Coordinator, Ms.A.Anne Christy Department of English on or before 18/2/2022. The Registration form received after the mentioned date shall not be entertained under any circumstances.

Encl: A copy of Syllabus & Registration form

Copy To:

- 1.All HODs
- 2.Office File/ Notice Board
- 3.Course Coordinator

  
**Dean-Faculty of Arts & Science**  
**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-600 073, INDIA



# 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

Registration Form

Value Added Course

Date: 21-2-2022

Name : K.SUBAA

Reg.No. : U16DE018

Gender : Female

Department : BE

Year : I<sup>st</sup>

Contact No. :

Email ID :

Course Applied For : Excellent - Business English Training.

K. Subaa  
Signature



# Shree

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

Registration Form

Value Added Course

Date: 21-2-2022

Name : Vijay-k

Reg.No. : U16CA00 B

Gender : Male

Department : BCA

Year : 2022

Contact No. : 90034 73003

Email ID : Vijaymathew@gmail.com

Course Applied For : Short term course on Excelnet - Business  
English Training

Vijay-k  
Signature

chool of Arts

Registration List

Course on Exelinet-Business English Training

S.NO	REG.NO	NAME OF THE CANDIDATE	DEPARTMENT
1	U16BE001	JASMINE SOPIA G	BE
2	U16BE002	JANAKI M	BE
3	U16BE003	SHALINI SARASWATHI S	BE
4	U16BE004	SAI DURGA D	BE
5	U16BE005	MEENAKSHI S	BE
6	U16BE006	PADMA SHRI R	BE
7	U16BE008	AJITH A	BE
8	U16BE009	SARATH KUMAR R	BE
9	U16BE010	SANDHIYA B	BE
10	U16BE011	OBRIAN CABBELL	BE
11	U16BE012	ANKUSH MUKHERJEE	BE
12	U16BE013	BHARATHI G	BE
13	U16BE014	SAMUELJABES J	BE
14	U16BE015	SHALINI L	BE
15	U16BE016	PAVITHRA A	BE
16	U16BE017	JANANI G	BE
17	U16BE018	SUBHA K	BE
18	U16BE027	K MAHESH KANNAN	BE
19	U16BE031	JEREMIAH G	BE
20	U16BE032	AMALA MARCRAT S	BE
21	U16BE033	ARAVIND G	BE
22	U16BE034	ARUNKUMAR V	BE
23	U16BS007	NARMADHA M	BS
24	U16BS008	JAYASREE R	BS
25	U16BS009	BHARGABJYOTI BORAH	BS
26	U16BS010	MARTIN MANUEL	BS
27	U16BS011	VELMURUGAN S	BS
28	U16BS012	MANIKANDAN R	BS
29	U16BS013	ABIRAMI G	BS
30	U16BS014	SONIA RAJKUMARI	BS
31	U16BS015	MYTHILY S	BS
32	U16BS016	S SABESH KUMAR	BS
33	U16BS017	DIVYA KERKETTA	BS
34	U16BS018	KOTA SRI NAGA HRIDAYANKA	BS
35	U16BS601	GEOLANG BASUMATARY	BS
36	U16CA006	SURYA PRAKASH S	CA
37	U16CA007	PREM J	CA

			CA
38	U16CA008	NARENDHAR S	CA
39	U16CA009	HARIHARAN E	CA
40	U16CA010	GIRIDHARAN J	CA
41	U16CA011	NARESH KUMAR R	CA
42	U16CA012	RAJANDAS P	CA
43	U16CA013	VIJAY K	CA
44	U16CA014	MARI S	CA
45	U16CA015	MUTHULAKSHMI U	CA
46	U16CA016	DHANA JAYARAJAN M	CI
47	U16CI001	NALLASELVAMANI B	CI
48	U16CI002	ANANDHI S	CI
49	U16CI003	KEERTHANA T	CI
50	U16CI004	MURUGAN G	CI
51	U16CI005	KALPANA K	CI
52	U16CI006	MIRUDHULA R	CI
53	U16CI007	MANIKANDAN S	CI
54	U16CI008	KRISHNA MOORTHI D	CI
55	U16CI009	MOHAMED IMRAN R	CI
56	U16CI010	SELVARAJ G	MA
57	U16MA005	P PHANINDRA SAI	MA
58	U16MA006	MANJU M	MA
59	U16MA007	MADHAN E	MA
60	U16MA008	GAYATHRI R	MA



# 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

### Short term course on Exelinet-Business English Training

#### Syllabus

#### What is Business English?

What is Special about Business English?-Teaching Business Communication-Assessing Needs and Preferences-Business Needs Analysis-Before the Business English Course Begins-Needs Analysis -Incomplete Questions-Needs and Characteristics of Business English Students

#### Syllabus Design for TBE

Designing a Business English Course-Setting Objectives for your TBE Course-Components of a TBE Syllabus-Selecting Course Textbooks and Developing Materials for Teaching Business English: What to look for and how to make choices-Frameworks and Games-Role-plays, Simulations, and Case Studies

#### Speaking and Writing Skills in TBE

Teaching Business Speaking Skills -Part A: Teaching Speaking ? Speaking Elements and Practice

Part B: Teaching Speaking Skills for Business English- Negotiating- Making - presentations - Socializing- Conducting and Participating in Meetings- Making Telephone Calls Teaching Business Writing Skills Teaching Business Writing Correspondence

#### Testing and TBE

Evaluation, Assessment, and Professional Development-Testing Business English Students -Assessing English for Specific Purposes (ESP)

Evaluating: Using Classroom Observation and Feedback -Professional Development - Career Advancement

**Bharath Institute of Higher Education & Research**

**School of Arts**

**Course TimeTable**

**Value Added Course: Short term course on Exclinet-Business English Training**

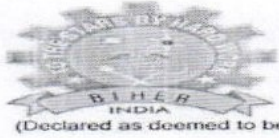
**Course Duration:30 Hrs**

S.No	Date	Time	Hour
1	21-02-2022	10 am- 12 noon	2
2	22-02-2022	10 am- 12 noon	2
3	23-02-2022	10 am- 12 noon	2
4	24-02-2022	10 am- 12 noon	2
5	27-02-2022	10 am- 12 noon	2
6	28-02-2022	10 am- 12 noon	2
7	03-01-22	10 am- 12 noon	2
8	03-02-22	10 am- 12 noon	2
9	03-03-22	10 am- 12 noon	2
10	03-06-22	10 am- 12 noon	2
11	03-07-22	10 am- 12 noon	2
12	03-08-22	10 am- 12 noon	2
13	03-09-22	10 am- 12 noon	2
14	03-10-22	10 am- 12 noon	2
15	13-3-2022	10 am- 12 noon	2

**Bharath Institute of Higher Education & Research**  
**School of Arts**  
**Lesson Plan**

Value Added Course: Short term course on Exelinet-Business English Training			
S.No	Date	Topic	Time
1	21-02-2022	Teaching Business Communication	10am-12 noon
2	22-02-2022	Characteristics of Business English Students	10am-12 noon
3	23-02-2022	Designing a Business English Course-Setting Objectives	10am-12 noon
4	24-02-2022	Textbooks and Developing Materials for Teaching Business English	10am-12 noon
5	27-02-2022	Teaching Business Speaking Skills	10am-12 noon
6	28-02-2022	Speaking Elements and Practice	10am-12 noon
7	03-01-22	Teaching Speaking Skills for Business English	10am-12 noon
8	03-02-22	Making –presentations – Socializing	10am-12 noon
9	03-03-22	Conducting and Participating in Meetings	10am-12 noon
10	03-06-22	Making Telephone Calls Teaching Business	10am-12 noon
11	03-07-22	Writing Skills Teaching Business Writing Correspondence	10am-12 noon
12	03-08-22	Evaluation, Assessment, and Professional Development	10am-12 noon
13	03-09-22	Business English Students -Assessing English for Specific Purposes (ESP	10am-12 noon
14	03-10-22	Evaluating: Using Classroom Observation and Feedback	10am-12 noon
15	13-3-2022	Professional Development -Career Advancement	10am-12 noon





# 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

### Course Feedback form

### Value Added Course

Date: 13-3-2022

Course Title: Short term course on Exelinet-Business English Training

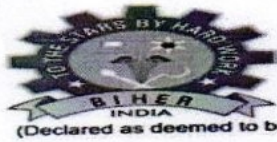
Name: Vijay.k  
RegNo: 016 CA008  
Department: BCA

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:	1	2	3	4	5

Please give Suggestion for the improvement of the course:

Vijay.k

Signature



# 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

### Course Feedback form

### Value Added Course

Date: 13-3-2022

Course Title: Short term course on Exelinet-Business English Training

Name: IC.SUDHA

RegNo: U16BEE018

Department: BE

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:	1	2	3	4	5

Please give Suggestion for the improvement of the course:

IC.SUDHA  
Signature



**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**



**Resource Person Details**

Dr. Michael  
Dept of English  
SRM University




**Bharath**  
INSTITUTE OF HIGHER EDUCATION AND RESEARCH  
(Declared as Deemed - to - be - University under section 3 of UGC Act 1956)

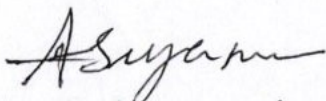
## School of Arts

### CERTIFICATE OF PARTICIPATION

This is to certify that VIJAY K has participated in the courses on Short term course on Exelinet-Business English Training, conducted by the School of Arts, BIHER from February 21, 2022 to March 13, 2022.

  
Ms. A. Anne Christy

Course Co Coordinator

  
Dr. A. Subramaniyan

Convener

  
Dr. A. Muthukumaravel

Dean- Arts & Science