



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 : 19- 03- 2022


CIRCULAR

Sub: Organizing Value added Course: Short term course on Functional English Queer-English for Employability - 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 Functional English Queer-English for Employability"**. The syllabus and registration form is enclosed below.

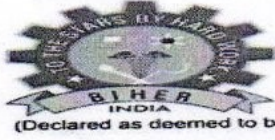
The candidates those who are interested to join must fill the registration form and submit to the Course Coordinator, Mrs. Vaishnavi, Department of English on or before 29-03-2022. The Registration form received after the mentioned date shall not be entertained under any circumstances.

Encl: A copy of Syllabus & Registration form


Dean-Faculty of Arts & Science
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

Copy To:

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



Sharath

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: 29-3-22

Name : P. Kokila

Reg.No. : U18PS015

Gender : female

Department : PS

Year : I

Contact No. :

Email ID :

Course Applied For :

functional English Queen-English for Employability

P. Kokila
Signature



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SCHOOL OF ARTS

Registration Form

Value Added Course

Date: 29-3-22

Name : C. Sherlin

Reg No. : U18M1016

Gender : Female

Department : Maths

Year : 2022

Contact No. : 9566001177

Email ID : Sherlingal@gmail.com

Course Applied For : Short Term course on Functional English Deceer
English for Employability

C. Sherlin
Signature

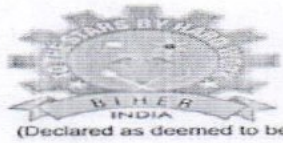
Bharath Institute of Higher Education & Research

School of Arts

Students Registration List

Value Added Course: Short term course on Functional English Queer-English for Employability

S.NO	REG.NO	NAME OF THE CANDIDATE	DEPARTMENT
1	U18MI016	SHERLIN C	MI
2	U18MI017	KAVITHA V	MI
3	U18MI018	NABARUN DASGUPTA	MI
4	U18MI019	MANJU A	MI
5	U18MI020	DHANALAKSHMI M	MI
6	U18MI021	HEMALATHA K	MI
7	U18MI022	YOGASHREE G	MI
8	U18MI023	LAVANYA K	MI
9	U18MI024	MAGLIN NAGOMI V	MI
10	U18MI025	KASTHURI S	MI
11	U18MI026	ESWARI G	MI
12	U18PS001	BALAJI S	PS
13	U18PS002	SANJAY KANTH S	PS
14	U18PS003	DIVYA S	PS
15	U18PS004	GOPIKRISHNAN C	PS
16	U18PS005	SARAN R	PS
17	U18PS006	UJJWAL KUMAR	PS
18	U18PS007	BALAJI S	PS
19	U18PS008	SREE LAKSHMI PRIYA S	PS
20	U18PS009	NAMBIRAJAN S	PS
21	U18PS010	MOHAMED AZHARUDEEN M	PS
22	U18PS011	N SAYADEEVI	PS
23	U18PS012	SANGEETHA V	PS
24	U18PS013	PURUSHOTHAMAN R	PS
25	U18PS014	KARUNYA G A	PS
26	U18PS015	KOKILA P	PS
27	U18PS016	DHANIN N REJ	PS
28	U18PS017	ANTHA L	PS
29	U18PS018	SARANRAJ C	PS
30	U18PS019	VIGNESHKUMAR Y	PS
31	U18PS020	DHARMARAJ S	PS
32	U18PS021	PRIYA DHARSHINI K	PS
33	U18PS022	MADHUPRIYA S	PS
34	U18PS023	JASTUSBABU N	PS
35	U18SC001	SUNIL KUMAR A	SC



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SCHOOL OF ARTS

Short term course on Functional English Queer-English for Employability

Syllabus

Business & communication

Importance of communication in business-7Cs of effective communication-communication types (downward, upward, horizontal, diagonal) kinds of presentations in business (monologue, guided, sales) effective presentation strategies & structure-body language-negotiation skills.

Business correspondence

Types of correspondence-its importance in business-elements, features& formats of business letters types of letters (inquiry, quotation, complaint, adjustment, collection, cover letter, interview letter, appointment letter)

(Written practice and assignments to ensure the letter drafting skills of learners have to be given)

Official Correspondence

Drafting Emails (features & dos and don'ts)- office memorandum-office orders- office circulars minutes of meetings-writing reports.

(Classroom works and assignments to ensure the writing skills of learners have to be given)

Interviews & Meetings

Before, during and after interviews-types of interview questions-interviewer's questioning styles frequent question types in interviews. Chairing a meeting- polite ways of stating and asking for opinions- asking for/giving clarification sending the meeting.

(mock interviews and meetings have to be held and the students need to be asked to prepare reports/minutes of those events)

Bharath Institute of Higher Education & Research
School of Arts
Course TimeTable

Value Added Course: Short term course on Functional English Queer-English for Employability

Course Duration:30 Hrs

S.No	Date	Time	Hour
1	29/3/2022	10 am- 12 noon	2
2	30/3/2022	10 am- 12 noon	2
3	31/3/2022	10 am- 12 noon	2
4	04-03-22	10 am- 12 noon	2
5	04-04-22	10 am- 12 noon	2
6	04-05-22	10 am- 12 noon	2
7	04-06-22	10 am- 12 noon	2
8	04-07-22	10 am- 12 noon	2
9	04-10-22	10 am- 12 noon	2
10	04-11-22	10 am- 12 noon	2
11	04-12-22	10 am- 12 noon	2
12	13/4/2022	10 am- 12 noon	2
13	17/4/2022	10 am- 12 noon	2
14	18/4/2022	10 am- 12 noon	2
15	19/4/2022	10 am- 12 noon	2

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Lesson Plan

Value Added Course: Short term course on Functional English Queer-English for Employability Course Duration:30 Hrs				
S.No	Date	Topic	Time	Hour
1	29/3/2022	Importance of communication in business	10am-12 noon	2
2	30/3/2022	7Cs of effective communication-communication ty	10am-12 noon	2
3	31/3/2022	Kinds of presentations in business	10am-12 noon	2
4	04-03-22	Effective presentation strategies & structure-body language-negotiation skills.	10am-12 noon	2
5	04-04-22	Features& formats of business letters	10am-12 noon	2
6	04-05-22	Types of letters	10am-12 noon	2
7	04-06-22	Drafting Emails	10am-12 noon	2
8	04-07-22	Office memorandum-office orders- office circulars	10am-12 noon	2
9	04-10-22	Minutes of meetings-writing reports	10am-12 noon	2
10	04-11-22	Types of interview	10am-12 noon	2
11	04-12-22	Questions-interviewer's questioning styles	10am-12 noon	2
12	13/4/2022	Frequent question types in interviews	10am-12 noon	2
13	17/4/2022	Chairing a meeting	10am-12 noon	2
14	18/4/2022	Mock interviews	10am-12 noon	2
15	19/4/2022	Prepare reports/minutes of events	10am-12 noon	2



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Course Feedback form

Value Added Course

Date: 19-4-22

Course Title: Certificate course on Functional English Queer English for Employability

Name: P. Kokila
RegNo: U18PS015
Department: PS

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:


Signature



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Course Feedback form

Value Added Course

Date: 19-4-22

Course Title: Short term course on Functional English Queer-English for Employability

Name: C. Sherlin

RegNo: U18M1016

Department: Maths

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:

C. Sherlin
Signature



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Resource Person Details
Dr. Sumaya Fathima
Dept of English
Madras Christian College,

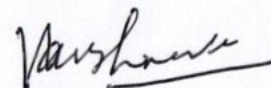


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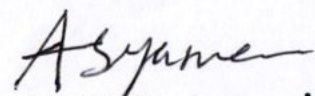
School of Arts

CERTIFICATE OF PARTICIPATION

This is to certify that **SHERLIN C** has participated in the courses on Functional English Queer-English for Employability, conducted by the School of Arts, BIHER from March 29, 2022 to April 19, 2022.


Mrs. Vaishnavi

Course Co Coordinator


Dr. A. Subramaniyan

Convener


Dr. A. Muthukumaravel

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