



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 : 11/01/2021

CIRCULAR

**Sub: Organizing Value added (Online) Course:
Certificate Course on Business English Certificate - 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 "Certificate Course on Business English Certificate"**. 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. J. Saranya, Department of English on or before 25/01/2021. 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

[Signature]
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



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SCHOOL OF ARTS

Registration Form

Value Added Course

Date: 27-1-2021

Name : Prince Anjala

Reg.No. : VISBE 007

Gender : Female

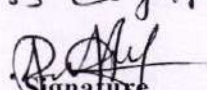
Department : English

Year :

Contact No. : 97 002 396 76

Email ID : Anjalaprinuie98@gmail.com.

Course Applied For : certificate Course on Business English
Certificate


Signature



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SCHOOL OF ARTS

Registration Form

Value Added Course

Date: 27-1-2021

Name : E. Rahul

Reg.No. : U15BA006

Gender : Male

Department : BBA

Year :

Contact No. : 9325967623

Email ID : rahule.97@gmail.com

Course Applied For : Certificate course on Business English
Certificate

Signature

Bharath Institute of Higher Education & Research
School of Arts
Students Registration List
Value Added Course: Certificate Course on Business English Certificate

S.NO	REG.NO	NAME OF THE CANDIDATE	DEPARTMENT
1	U15BE001	ANANTHAN V	English
2	U15BE002	BEULAH RANI JEBAKANI I	English
3	U15BE003	JANSI RANI A	English
4	U15BE004	KANNIKA A	English
5	U15BE005	MALINI K	English
6	U15BE006	MONISHA R	English
7	U15BE007	PRINCE ANJALA M	English
8	U15BE008	PRINCEYAL T	English
9	U15BE009	SNEHA S	English
10	U15BE010	ASHWINI M	English
11	U15BE011	SHYAMALA MARY A	English
12	U15BE012	PRITHIKA M	English
13	U15BE013	RAJESWARI B	English
14	U15BE014	BERYLCHRISTY C	English
15	U15BA001	AJITHKUMAR D	BBA
16	U15BA002	BERYLCHRISTY C	BBA
17	U15BA003	CASTRO S	BBA
18	U15BA004	CHRISTY JOSEPH P	BBA
19	U15BA005	DHINAKARAN P	BBA
20	U15BA006	E. RAHUL	BBA
21	U15BA007	IYANAR A	BBA
22	U15BA008	JOTHI B	BBA
23	U15BA009	JOYEL T JOSE	BBA
24	U15BA010	KEERTHIGA A	BBA
25	U15BA011	KIRANKUMAR U	BBA
26	U15BA012	KOWSHIK S	BBA
27	U15BA013	LALITHA PRIYA P	BBA
28	U15BA014	M. MEENA	BBA
29	U15BA015	M. VIJAYA RAM	BBA
30	U15BA016	MALSAWMDAWNOZUALA	BBA
31	U15BA017	MANOJ PRABHAKAR S	BBA
32	U15BA018	NAGOOR MEERAN S	BBA
33	U15BA019	PRABAKARAN P	BBA
34	U15BA020	RAJESH K	BBA
35	U15BA021	RAJESWARI B	BBA
36	U15BA022	RAJKUMAR C	BBA
37	U15BA023	RAJMANI VERMA	BBA



Shree

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SCHOOL OF ARTS

Value Added Course

Certificate Course on Business English Certificate

Syllabus

UNIT – I

Getting Started

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

UNIT -2

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.

UNIT -3

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.

Bharath Institute of Higher Education & Research

School of Arts

Course TimeTable

Value Added Course: Certificate Course on Business English Certificate Course Duration:30 Hrs

S.No	Date	Time	Hour
1	27/1/2021	10 am- 12 noon	2
2	28/1/2021	10 am- 12 noon	2
3	29/1/20 21	10 am- 12 noon	2
4	02-01-21	10 am- 12 noon	2
5	02-02-21	10 am- 12 noon	2
6	02-03-21	10 am- 12 noon	2
7	02-04-21	10 am- 12 noon	2
8	02-05-21	10 am- 12 noon	2
9	02-08-21	10 am- 12 noon	2
10	02-09-21	10 am- 12 noon	2
11	02-10-21	10 am- 12 noon	2
12	02-11-21	10 am- 12 noon	2
13	02-12-21	10 am- 12 noon	2
14	15/2/2021	10 am- 12 noon	2
15	16/2/2021	10 am- 12 noon	2

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

Value Added Course: Certificate Course on Business English Certificate				Course
Duration:30 Hrs				
S.No	Date	Topic	Time	Hour
1	27/1/2021	. Basics of Communication	10am-12 noon	2
2	28/1/2021	Essentials of Grammar and Vocabulary	10am-12 noon	2
3	29/1/2021	Reading Skills	10am-12 noon	2
4	02-01-21	Developing grammatical accuracy	10am-12 noon	2
5	02-02-21	Essential Writing Skills	10am-12 noon	2
6	02-03-21	Business writing	10am-12 noon	2
7	02-04-21	Mastering the Art of Conversation	10am-12 noon	2
8	02-05-21	Improving conversation skills	10am-12 noon	2
9	02-08-21	Public Speaking	10am-12 noon	2
10	02-09-21	Group Discussion Skills	10am-12 noon	2
11	02-10-21	General interaction and social language	10am-12 noon	2
12	02-11-21	Sharing personal experiences	10am-12 noon	2
13	02-12-21	. Presentation and Meeting Skills	10am-12 noon	2
14	15/2/2021	Resume Writing	10am-12 noon	2
15	16/2/2021	Interview Skills	10am-12 noon	2



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Course Feedback form

Value Added Course

Date: 16-2-2021

Course Title: Certificate Course on Business English Certificate

Name: E. Rahul

RegNo: U15BA006

Department: BBA.

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:

Rahul
Signature



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Course Feedback form

Value Added Course

Date: 16-2-2021

Course Title: Certificate Course on Business English Certificate

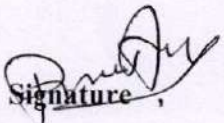
Name: Prince Anjala

RegNo: VISBE007

Department: ~~BBA~~ English.

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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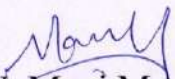
School of Arts

CERTIFICATE OF PARTICIPATION


This is to certify that KANNIKA A has participated in the courses on **Certificate Course on Business English Certificate**, conducted by the School of Arts, BIHER from 27/01/2021 to 16/02/21.


Mrs. J. Saranya

Course Co Coordinator


Dr. V. Mani Mozhi

Convener


Dr. A. Muthukumaravel

Dean- Arts & Science