



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 : 14- 03- 2021

CIRCULAR

Sub: Organizing Value added (Online) Course:

Certificate course on Business English Vantage - 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 Vantage**". 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, Mr V.C.Jain, Department of English on or before 25-03-2021. 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-600 073. INDIA

Copy To:

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



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SCHOOL OF ARTS

Registration Form

Value Added Course

Date: 28/03/2021

Name : S. Koushik
Reg No. : U15BA012
Gender : Male
Department : Bachelor of Business Accounts (BBA)
Year :
Contact No. : 9960128501
Email ID : koushik@yahoo.co.in
Course Applied For : Business English Vantage

S. Koushik
Signature



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SCHOOL OF ARTS

Registration Form

Value Added Course

Date: *March 28, 2021*

Name : *A. Keerthiga*

Reg No. : *U15BA010*

Gender : *Female*

Department : *Bachelor of Business Account (BBA)*

Year :

Contact No. : *9578880712*

Email ID : *keerthi@gmail.com*

Course Applied For : *Business English Vantage*

A. Keerthiga
Signature

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

S.NO	REG.NO	NAME OF THE CANDIDATE	DEPARTMENT
1	U15BA001	AJITHKUMAR D	BBA
2	U15BA002	BERYLCHRISTY C	BBA
3	U15BA003	CASTRO S	BBA
4	U15BA004	CHRISTY JOSEPH P	BBA
5	U15BA005	DHINAKARAN P	BBA
6	U15BA006	E. RAHUL	BBA
7	U15BA007	IYANAR A	BBA
8	U15BA008	JOTHI B	BBA
9	U15BA009	JOYEL T JOSE	BBA
10	U15BA010	KEERTHIGA A	BBA
11	U15BA011	KIRANKUMAR U	BBA
12	U15BA012	KOWSHIK S	BBA
13	U15BA013	LALITHA PRIYA P	BBA
14	U15BA014	M. MEENA	BBA
15	U15BA015	M. VIJAYA RAM	BBA
16	U15BA016	MALSAWMDAWNOZUALA	BBA
17	U15BA017	MANOJ PRABHAKAR S	BBA
18	U15BA018	NAGOOR MEERAN S	BBA
19	U15BA019	PRABAKARAN P	BBA
20	U15BA020	RAJESH K	BBA
21	U15BA021	RAJESWARI B	BBA
22	U15BA022	RAJKUMAR C	BBA
23	U15BA023	RAJMANI VERMA	BBA
24	U15BA024	S. NARESH	BBA
25	U15BA025	SAMSAD AHAMED	BBA
26	U15BA026	SHANKAR P	BBA
27	U15BA027	SOWNDARYA D	BBA
28	U15BA028	SUNDARALINGAM A	BBA
29	U15BA029	SURESH M	BBA
30	U15BA030	THENMOZHI M	BBA
31	U15BA031	YOGESHWARAN R	BBA
32	U15BA032	NASIR MANZOOR PARAH	BBA
33	U15BA033	THULASINGAM A	BBA
34	U15BA034	SUBASH S J	BBA
35	U15BA035	DASINI PAVAN KUMAR	BBA
36	U15BA036	ARUN KUMAR A	BBA
37	U15BA037	LOKESHWARVARMAN J	BBA



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Certificate course on Business English Vantage

Syllabus

Introductions

- Course outline and approach
- Describing your role and responsibilities
- Typical & critical scenarios you use the target language in, key issues

Meetings

- Chairing, setting the agenda, controlling the conversation
- Participating, turn taking, listening and taking notes
- Being diplomatic, agreeing and disagreeing

Business Correspondence

- Emails – register, style, standard phrasing
- Notes and memos
- Business Specific language phrases

Telephoning

- Checking & clarifying information
- Finance specific scenarios
- Listening to different accents, intonation

Making' Presentations

- Introducing a topic effectively
- Linking and sequencing ideas
- Concluding
- Responding to questions

Bharath Institute of Higher Education & Research

School of Arts

Course TimeTable

Value Added Course: Certificate course on Business English Vantage

Course Duration:30 Hrs

S.No	Date	Time	Hour
1	28/3/2021	10 am- 12 noon	2
2	29/3/2021	10 am- 12 noon	2
3	30/3/2021	10 am- 12 noon	2
4	31/3/2021	10 am- 12 noon	2
5	04-01-21	10 am- 12 noon	2
6	04-04-21	10 am- 12 noon	2
7	04-05-21	10 am- 12 noon	2
8	04-06-21	10 am- 12 noon	2
9	04-07-21	10 am- 12 noon	2
10	04-08-21	10 am- 12 noon	2
11	04-11-21	10 am- 12 noon	2
12	04-12-21	10 am- 12 noon	2
13	13/4/2021	10 am- 12 noon	2
14	14/4/2021	10 am- 12 noon	2
15	15/4/2021	10 am- 12 noon	2

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School of Arts
Lesson Plan

Value Added Course: Certificate course on Business English Vantage			Course Duration:30 Hrs	
S.No	Date	Topic	Time	Hour
1	28/3/2021	Course outline and approach	10am-12 noon	2
2	29/3/2021	Describing your role and responsibilities	10am-12 noon	2
3	30/3/2021	Typical & critical scenarios you use the target language in, key issues	10am-12 noon	2
4	31/3/2021	Chairing, setting the agenda, controlling the conversation	10am-12 noon	2
5	04-01-21	Participating, turn taking, listening and taking notes	10am-12 noon	2
6	04-04-21	Being diplomatic, agreeing and disagreeing	10am-12 noon	2
7	04-05-21	Emails – register, style, standard phrasing	10am-12 noon	2
8	04-06-21	Notes and memos	10am-12 noon	2
9	04-07-21	Minutes of meetings-writing reports	10am-12 noon	2
10	04-08-21	Finance specific scenarios	10am-12 noon	2
11	04-11-21	Listening to different accents, intonation	10am-12 noon	2
12	04-12-21	Introducing a topic effectively	10am-12 noon	2
13	13/4/2021	Linking and sequencing ideas	10am-12 noon	2
14	14/4/2021	Concluding	10am-12 noon	2
15	15/4/2021	Responding to questions	10am-12 noon	2



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Course Feedback form

Value Added Course

Date: 25/04/2021

Course Title: Certificate course on Business English Vantage

Name: A. Keethiga

RegNo: U15BA010

Department: ~~Bachelor~~ of Business Accounts (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:

A. Keethiga
Signature



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SCHOOL OF ARTS

Course Feedback form

Value Added Course

Date: 15/04/2021

Course Title: Certificate course on Business English Vantage

Name: S. Kowshik

RegNo: U15BA012

Department: Bachelors of Business Accounts. (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:

S. Kowshik
Signature



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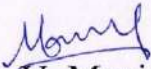
School of Arts

CERTIFICATE OF PARTICIPATION


This is to certify that **E. RAHUL** has participated in the courses on **Certificate course on Business English Vantage**, conducted by the School of Arts, BIHER from March 28, 2021 to April 15, 2021.


Mr. V. C. Jain

Course Co Coordinator


Dr. V. Manimozhi

Convener


Dr. A. Muthukumaravel

Dean- Arts & Science