C. S. I., K. N. D., B.M.H.E. C'S

C.S.I. COLLEGE OF COMMERCE, DHARWAD

"Business Communication Skills"

A Short-Term Course

Overview:
The course is designed to teach necessary language skills – communication and written that will help in competitive exams.

Pre-requisite Knowledge/Skill:
Basic English and Grammar

Course Objective:
Upon successful completion of the course, the participant can be confident with the use of English and acquire confidence to attempt General English paper of any competitive exam.

Course Outline:

1. Facing Today's Communication Challenges
2. Writing for Business Audiences
3. Improving Writing Techniques
4. E-Mail and Memorandums
5. Routine Letters and Goodwill Messages
6. Persuasive Messages
7. Negative Messages
8. Informal Reports
9. Proposals and Informal Reports

Objectives for Business Communication:

By the end of this course, students should be able to:

- Understand and demonstrate the use of basic and advanced proper writing techniques that today's technology demands.
- Write effective and concise letters and memos.
- Prepare informal and formal reports,
- proper techniques in telephone usage,
- Use e-mail effectively and efficiently,
- Develop interpersonal skills

Course Duration:
30 hours;
2hrs/session
2 sessions/week

Test:
Mock tests after the completion of the course.

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DHARWAD (KARNATAKA)

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Report

The Language Forum organized and conducted a Short-Term Course in "Business Communication Skills". Prof Baskar Joshi of Total English Centre, Bangalore, inaugurated the course on 11th September 2017 during a formal function. The course was of 30 hours duration and 15 students were beneficiaries. Prof. Bhaskar Joshi, a retired Professor of English engaged classes for 15 days of 2 hours duration after the regular B. Com classes. The course was very much appreciated.

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Inauguration of the Short-Term Course

Dr S.V. Hegadal welcomes and introduces the Resource Person

Participants

Prof. Bhaskar Joshi speaks

C.S.I COLLEGE OF COMMERCE, DHARWAD

DAILY ATTENDANCE

REGISTER CLASS _____ TERM _____ 20____ -20____

Roll No	NAME	13.9	14.9	18.9	21.9	26.9	28.9	6.10	9.10	16.10	18.10	20.10	28.10	4.11	5.11	11.11	18.11
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
1	Abhilasha Yalavatti	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P				
2	Akash. Pawar	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P				
3	Akshata Deulan	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P				
4	Ajit Akkiwat	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P				
5	Basappa Shirol	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P				
6	Chetan Naik	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P				
7	Anita Williams	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P				
8	George C.V	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P				
9	Netravati Kusugal	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P				
10	Basavva Savvase B	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P				
11	Deepa. Gaddi	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P				
12	Gayatri Badiger	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P				
13	Mallar Chadiannavar	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P				
14	Kavita Pujer	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P				
15	Preeti R Telgar	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P				
16	Rakesh Shirur	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P				
17	Ravi Savadi	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P				
18	Prabhu kavali	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P				
19	Rahan Savant	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P				
20	Kavita Pujeri	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P				
21	Lakshmi Agasanahalli	L.V.A	L.V.A	L.V.A	L.V.A	L.V.A	L.V.A	L.V.A	L.V.A	L.V.A	L.V.A	L.V.A	L.V.A	L.V.A	L.V.A	L.V.A				
22	Mahantayya Katagi	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P				
23	Manjunath Tuppad	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P				
24	Pradeep goudar agalkar	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P				
25	Ragini Badami	RB	RB	RB	RB	RB	RB	RB	RB	RB	RB	RB	RB	RB	RB	RB				
26	shoba natt	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P				
27	Sunil yaravad	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P				
28	Supriya pujar	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P				
29	Suresh Bommannavar	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P				
30	Sudha Betageri	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P				

20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50

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