



BARASAT COLLEGE

(Affiliated to West Bengal State University)

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Ref No. BCN/ADD/DEPT_ENGL/0302/2022

Date: 1st March, 2022

NOTICE

This is to notify that the department of English will conduct an Add-on Course on Official and Business Correspondents in English from 8th to 21st March, 2022 in Room No. 43 from 11 A.M. to 4 P.M. Interested students should register for the course to the H.O.D, department of English within 7th March, 2022.


Dr. Parthapratim Dasgupta
.M.A, M.Phil, Ph.D
Principal
Barasat College



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Department of English

ADD ON COURSE PROGRAMME

Course name: Official and Business Correspondence in English

Venue: Room No. 43

Date & Time: 11-21 March 2022, 11.00 AM- 4.00 PM

COURSE SUMMARY


Scope: The Course is conceived to be an orientation to official and business correspondence in English both in written and spoken forms. A workable knowledge in official communication and correspondence, often found deficient in students, might add to the preparedness for employability. This course is also important for soft-skills development of undergraduate students.

Participants: Undergraduates

Duration: 30 hours, (08 days, March 11-14-15-16-17-18-19-21, 2022)

Mode: Offline, in physical classroom presence.

Projected outcome: The Course is supposed to introduce the undergraduates to the varied forms of official communications that they would find useful in official/business transactions. Apart from making them job-ready, the course is designed to boost confidence in easy, spontaneous correspondence and effective management of situations. A knowledge of the secrets of office-rhetoric or business idioms is often considered to be a source of power that gives an edge in a competitive world.


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COURSE DESIGN

DAY 1 - 11-3-2022 (11.00 am to 3.30 pm)

- A comprehensive outline of official communication in English Lecture presentation by Dr. Partha Pratim Dasgupta, Principal, Barasat College 1.30 hours
- Importance of effective correspondence in professional transactions Lecture presentation by Sankha Sekhar Biswas 1.30 hours
- Recess 0.30 hours
- Interactive session 1.00 hours

DAY 2 - 14-3-2022 (11.00 am to 4.15 pm)

- Official correspondence in its different forms and application Lecture and A/V presentation by Shirsendu Mondal 1.30 hours
- Tea Break 15 minutes
- The skill of drafting letters Lecture presentation by Sankha Sekhar Biswas 2.00 hours
- Recess 0.30 hours
- Interactive session 1.00 hours

DAY 3 - 15-3-2022 (11.00 am to 3.45 pm)

- How to draft letters to superiors, managers, vendors and officials Workshop conducted by Partha Pratim Dasgupta and Shirsendu Mondal 2.00 hours
- Recess 0.30 hours
- Spot Assignment on drafting official correspondence on randomly selected topics Session moderator, Prof. Mahua Das, Teacher, Dept of English 1.00 hours
- Coffee Break 15 minutes
- Interactive session on the performance of participants 1.00 hours

DAY 4 - 16-3-2022 (11.00 am to 4.00 pm)

- Writing Application, Notice, Report, Proposals and Minutes Lecture & AV Presentation by Shirsendu Mondal 2.00 hours
- Familiarity with MS Word and Excel Interactive Session with Prof. Tutan Ghosh, Teacher, Dept. of Comp. Science 1.30 hours
- Recess 0.30 hours
- Know your basic computer skill Spot Assignment 1.00 hours

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DAY 5 - 17-3-2022 (11.00 am to 4.00 pm)

- The mechanics of writing: Styles, Modes, and related rules of professional writing **Lecture & AV Presentation by Sankha Sekhar Biswas** **2.00 hours**
- Coffee Break **0.30 hours**
- "Learn English Conversation-Oxford English Daily Conversation" **Documentary projection** **1.30 hours**
- Recess **15 minutes**
- Student discussion on select approaches of official correspondence uploaded by individuals and experts on You tube **Moderator and Anchor by Prof. Mahua Das** **1.00 hours**

DAY 6 - 18-3-2022 (11.00 am to 3.30 pm)

- Introducing Soft Skills **Prof. Partha Pratim Dasgupta** **1.30 hours**
- "What to Say in Office Communication and How to Say It" **Lecture presentation by Shirsendu Mondal** **1.30 hours**
- Recess **0.30 hours**
- Discussion and interaction with speakers. **1.00 hours**

DAY 7 - 19-3-2022 (11.00 am to 3.00 pm)

- Introducing business communication in common transactions **Lecture presentation by Sankha Sekhar Biswas in association with Prof. Sourav Roy Bhowmick, Teacher, Dept. of Commerce** **1.30 hours**
- The Legal Aspect of Business Correspondence **Lecture by Prof. Debabrata Pal, Teacher, Dept. of Commerce** **1.00 hours**
- Recess **0.30 hours**
- Quiz on Business Terms **Moderated by Prof Bithika Bhattacharya, Teacher, Dept of Commerce** **1.00 hours**

DAY 8 - 21-3-2022 (12.00 am to 2.00 pm)

- Evaluation **1.00 hours**
- Thanksgiving **0.30 hours**
- Refreshments **0.30 hours**


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