# Women's College, Calcutta

## Department of English

## Add on Course- Business Writing

Duration: 30 hours

Course objectives:

- The course is aimed for the students of third and fifth semester who studies English Honours.
- Based on our experience, we have found that many of the students now aim for corporate jobs, which requires a specific linguistic expertise which is not fully addressed in their syllabus.
- We aim to introduce the students to the official parlance and interview strategies, with specific instruction towards personality development.
- The thrust area is to remove their inhibition and apprehension towards the foreign language and improve their speaking skills.
- The course also introduces certain writing components that we believe will improve their overall learning experience.

List of Teachers

Sudipta Gupta (SG)

Nehajul Sk (NS)

Sabnam Khanum (SK)

Debamitra Kar (DK)

Module along with class allotment

| SL NO | TITLE | COURSE DETAIL | NUMBER OF CLASSES | NAME OF THE TEACHER | DATE |
|---|---|---|---|---|---|
| 1. | INTRODUCTORY CLASS | What is business writing? Where is it used? What are the features of this language? How is it different from academic writing? | 2 | DK | 24.2.2023 |
| 2. | Interviews | How to face interviews? The verbal language and body language---how to use words---phrases to avoid---research about the company---your questions | 2 | SK | 1.3.2023 |
| 3. | JAM Session | Improving speaking skills | 2 | NS | 3.3.2023 |

| 4. | Group Discussion | Group discussion on contemporary topics checking the awareness of the students | 2 | SG | 10.3.2023 |
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| 5. | Business Letter | Complaint letters as consumers—Job application with CV—Complaint letters as managers—office orders | 8 | SK | 15.3.2023 17.3.2023 22.3.2023 24.3.2023 |
| 6. | Minutes Meetings | How to write minutes for meetings | 2 | SG | 29.3.2023 |
| 7. | Computer skills | Basic Word, Excel, PPT skills | 8 | SK | 31.3.2023 5.4.2023 12.4.2023 19.4.2023 |
| 8. | Report Writing | Newspaper, events reports | 2 | NS | 26.4.2023 |
| 9. | Email Writing | For business purposes | 2 | SK | 28.4.2023 |
| 10. | Oral examination and feedback | | 1 | | 3.5.2023 |