



Kannada Sangha Pune's
Kaveri College of Arts, Science and Commerce, Pune

Management Department

Name of the Course: Value Added Certificate Course in Communication skills for Managers

Eligibility: HSC

Duration: 30hours (1 week)

Fees: - Will be informed at the time of the course

Number of students:70- 80

Objectives of the Course:

Students need to know how words take on new meanings according to context. With this course students will develop the capability to understand Information that is presented in any format. This course will help in developing communication skills to enable the students to put their thoughts in a fashion which is comprehensible by the reader.

Syllabus:

- Improving vocabulary and common Errors
- Sentence construction and types of sentences
- Comprehension and expansion of Ideas
- Drafting a speech
- Interview skills and resume writing
- Social conversation skill
- Telephone conversation skills
- Office conversation skills
- Report writing
- Email writing

Course Outcomes:

Students should be able to

- 1. Formally converse with peers, teachers, recruiters etc.**
- 2. Communicate via email, write reports**
- 3. Draft official documents like resume, letters etc**

Dr. Shweta Bapat
Course Coordinator

Dr. Ashok Agrawal
Principal