PG DEPARTMENT OF ENGLISH

Workplace English and Business Communication Skills

Add on course

Date of Event: 2025-26

Faculty-in Charge: Ms. Annie Sebastian/ Ms. Sreelakshmi K.

REPORT

Workplace English and Business Communication Skills

Add-on programmes are additional courses or activities designed to help students develop advanced skills and deeper knowledge, making them better prepared for the professional world. These programmes significantly enhance employability and pave the way for a rewarding career. In addition to improving technical and professional competencies, they also build confidence, which positively reflects in one's overall personality. Such supplementary courses strengthen students' portfolios and equip them with the essential skills required to begin working or even start freelancing soon after graduation. With this objective, the add-on course Workplace English and Business Communication Skills (NLA 1AOP19) was offered to I Semester B. Com A & B. Com B students during the academic year 2025–26. The offline sessions, held in the respective classrooms from 9 July 2025, included both theory and practical components focusing on the four fundamental communication skills: Reading, Writing, Listening, and Speaking. The course proved highly informative and beneficial for the students.

Prepared by:	Verified by:	Approved by:
Ms. Sreelakshmi K.	Dr. Purnima.S. Kumar	Rev. Fr. Dr. Paulachan K. J.
Asst. Professor	HOD, English	Principal

BROCHURE



Naipunnya®

PG DEPARTMENT OF ENGLISH
IN ASSOCIATION WITH
NAIPUNNYA INTERNATIONAL

Organises

ADD-ON COURSE ON
WORKPLACE ENGLISH AND BUSINESS COMMUNICATION SKILLS

For
I Semester BCom A and BCom B Students

Starts on 09-07-2025.

NAIPUNNYA INSTITUTE OF MANAGEMENT AND INFORMATION TECHNOLOGY (NIMIT)
(AUTONOMOUS)
(Affiliated to the University of Calicut, Accredited by NAAC with A++, ISO 9001:2015 Certified)
Pongam, Koratty East, Thrissur District, Kerala State, India, Pincode - 680 308

Syllabus

NLA 1AOP19- Workplace English and Business Communication Skills
No. of sessions: 30

Programme Outcomes

PO1: Critical Thinking: Take informed actions after identifying the assumptions that frame our thinking and actions, checking out the degree to which these assumptions are accurate and valid, and looking at our ideas and decisions (intellectual, organizational, and personal) from different perspectives.
PO2: Effective Communication: Speak, read, write and listen clearly in person and through electronic media in English and in one Indian language, and make meaning of the world by connecting people, ideas, books, media and technology.
PO3. Citizenship ethics, and sustainability: Demonstrate empathetic social concern and equity centered national development. Guided by ethics. Promoting social, economic and environment sustainability.
PO4: Use of computer skills: Use the knowledge of computers and information technology for data acquisition and data analysis in experimental investigations and in communication.
PO5: Self-directed and Life-long Learning: Acquire the ability to engage in independent and life-long learning in the broadest context socio-technological changes.

Course Outcomes

CO1: Students will be able to communicate effectively in a professional business environment.
CO2: Students of the course will demonstrate proficiency in composing professional business documents including Emails. Reports, and proposals using clear and concise language.
CO3: Students will be sensitive to cultural nuances fostering better global business relationships.
CO4: Students will be proficient in the art of negotiation and persuasion, possessing the skills to advocate for their interests and reach mutually beneficial agreements.

PO / CO	PO1	PO2	PO3	PO4	PO5
CO1	3	3	1	3	3
CO2	1	3	1	3	3
C03	2	3	3	3	3
CO4	3	3	2	2	2

COURSE DESCRIPTION:

A. COURSE SUMMARY:
Module 1: 5 hrs
Module 2: 5 hrs
Module 3: 10 hrs
Module 4: 10 hrs

Total: 30 hrs

COURSE DETAILS:

Module 1 (10 hours): Vocabulary and Grammar for Business

Business vocabulary development, industry-specific terms and expressions, idioms and phrases used in professional contexts, familiarity with jargon and acronyms, grammar for business communication, writing tone and style in business, and advanced grammar for professional writing.

Module 2 (10 hours): Professional Business Communication

Email writing and professional correspondence, politeness strategies and netiquette, structure and formatting of business emails, purpose and organisation of business reports, preparing executive summaries and proposals, and summarising and synthesising information effectively.

Module 3 (7 hours): Presentation & Interpersonal Skills

Principles of effective presentations, designing engaging slides and visual aids, handling Q&A sessions and audience interaction, verbal and non-verbal communication skills, voice modulation and pronunciation essentials, and participating actively in meetings and discussions.

Module 4 (5 hours): Cross-Cultural Communication & Workplace Dynamics

Cultural differences in business communication, adapting communication styles for global audiences, sensitivity and diversity in workplace settings, negotiation strategies and diplomatic language, conflict resolution in multicultural teams, and basics of virtual and remote communication etiquette.

Reference Books

1. *Effective Business Communication* – Asha Kaul / Murphy et al.
2. *Business Vocabulary in Use* – Bill Mascull
3. *Cross-Cultural Business Behavior* – Richard R. Gesteland
4. *(Optional additional reference) Business Communication Today* – Courtland L. Bovee & John Thill

Time Table

Monday – 2: 15 p.m. – 3:15 p.m.

Class	Faculty
I Sem B. Sc. CS	Dr. Veena Vijaya
I Sem BCA A	Ms. Gigy Johnson

Tuesday- 2: 15 p.m. – 3:15 p.m.

Class	Faculty
I Sem B. Sc. CS	Dr. Veena Vijaya
I Sem BCA A	Ms. Gigy Johnson

Wednesday- 2: 15 p.m. – 3:15 p.m.

Class	Faculty
I Sem B. Sc. CS	Dr. Veena Vijaya
I Sem BCA A	Ms. Gigy Johnson

Thursday- 2: 15 p.m. – 3:15 p.m.

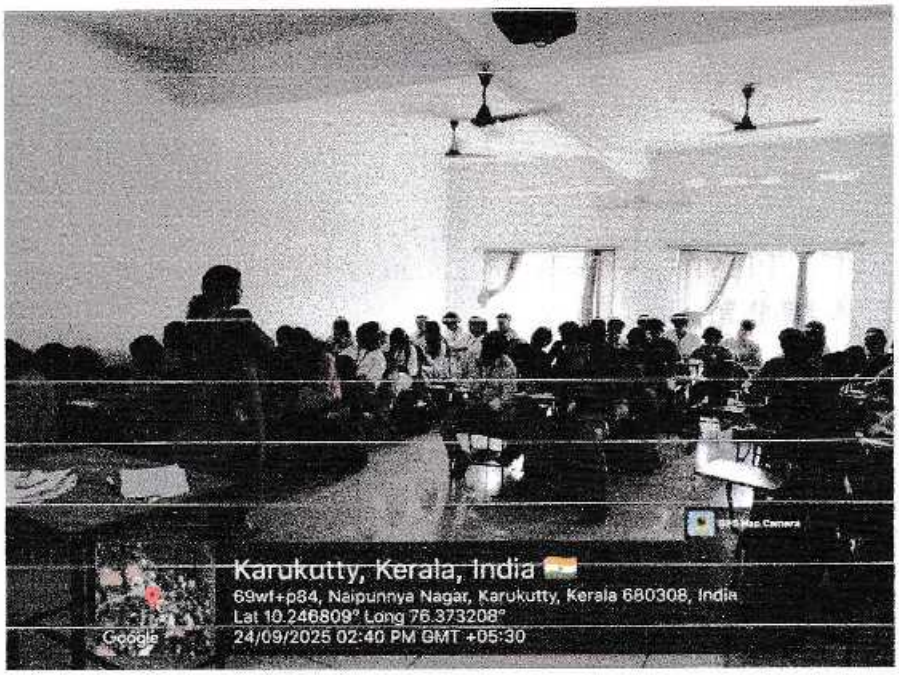
Class	Faculty
I Sem B. Sc. CS	Dr. Veena Vijaya
I Sem BCA A	Ms. Gigy Johnson

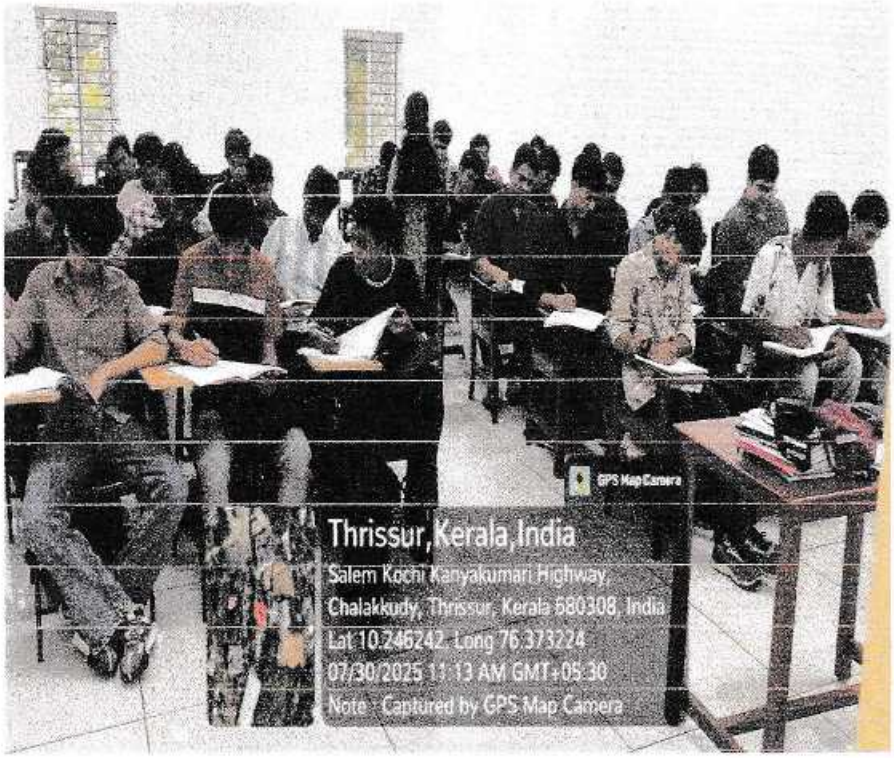
Friday- 2: 15 p.m. – 3:15 p.m.

Class	Faculty
I Sem B. Sc. CS	Dr. Veena Vijaya
I Sem BCA A	Ms. Gigy Johnson



Geo-tagged Photos





Namelist

Sl.No	Name of the student	Class
1.	ABHIN JOSEPH	1BCom A
2	ABHIN P.S.	1BCom A
3	ABHIRAMI SUNIL	1BCom A
4	ABHISHEK C. S.	1BCom A
5	AISHA DILNA M. A.	1BCom A
6	AISHUAL JOY	1BCom A
7	AKSHAY A. P.	1BCom A
8	ALBIE PARAKKAL THOMAS	1BCom A
9	AMAL JOSE	1BCom A
10	AMAL ROY	1BCom A
11	AMALKRISHNA C. M.	1BCom A
12	ANAL SHYGO	1BCom A
13	ANAMIKA E.S.	1BCom A
14	ANANDHAKRISHNA K BAIJU	1BCom A
15	ANGEL P. M.	1BCom A
16	ANGEL ROSE JOY	1BCom A

17	ANGEL SEBASTIAN	1BCom A
18	ANGEL SHIBU	1BCom A
19	ANMARIYA NIJU	1BCom A
20	ANNROSE C.S.	1BCom A
21	ANU GEORGE	1BCom A
22	ARUN T.V.	1BCom A
23	ASHIK SAJAN	1BCom A
24	BLESSON C. S.	1BCom A
25	CHRISTO JAISON	1BCom A
26	DEVIKA SHAJI	1BCom A
27	HARAN T.M.	1BCom A
28	JISME JOSEPH	1BCom A
29	JOHN JOBY	1BCom A
30	JOSHUA PETER	1BCom A
31	JOYAL JOSHY	1BCom A
32	KHADEEJA SHAHBIN M.U.	1BCom A
33	KRISHNAJITH P.	1BCom A
34	LAKSHMI P. A.	1BCom A



35	MERITA V. P.	1BCom A
36	MILAN KRISHNA M.	1BCom A
37	NAVEEN GOPI	1BCom A
38	NIKHIL V. J.	1BCom A
39	RAMEESA M.R.	1BCom A
40	ROOPESH R SHENOY	1BCom A
41	SERIN SUNNY	1BCom A
42	SIVANANDA A.S.	1BCom A
43	SIVAPRIYA M.R.	1BCom A
44	SNIYA JOSHY	1BCom A
45	SOUPARNIKA K.M.	1BCom A
46	ULAGAMUTHU	1BCom A

Namelist

Sl.No	Name of the student	Class
1.	AJVIN VARGHESE	1 BCom B
2	ABEL BIJU	1 BCom B
3	ALWIN K.S.	1 BCom B
4	ANN MARIYA SAJI	1 BCom B
5	ABHINAV P. SANTHOSH	1 BCom B
6	ASHISH MADHAV	1 BCom B
7	FEBINLAL ABRAHAM	1 BCom B
8	ADHARSH A.H.	1 BCom B
9	DAWN MANADAN	1 BCom B
10	NOYAL SHAJU	1 BCom B
11	AKHIL MARTIN	1 BCom B
12	SREEHARI N.S.	1 BCom B
13	PRINCE CLEATUS	1 BCom B
14	ALOY BAIJU	1 BCom B
15	SREESANTH S.	1 BCom B

16	ALVIN ROY	1 BCom B
17	AMAL NADH R.	1 BCom B
18	AMRUTHA SYAM	1 BCom B
19	ANASWARA C.R.	1 BCom B
20	ANJALO DENNY	1 BCom B
21	ARDRA VIJU	1 BCom B
22	ARYANANDA K.	1 BCom B
23	BENSEN BAIJU	1 BCom B
24	BHAMA K. CHANDRAN	1 BCom B
25	BHAVNI ARUN	1 BCom B
26	EMLIN JOOGIN	1 BCom B
27	FEBY JOY	1 BCom B
28	JITHIN V.M.	1 BCom B
29	JOEL PAUL MENACHERY	1 BCom B
30	MILAN GEORGE P.G.	1 BCom B
31	MUHAMMED SHANIF V.S.	1 BCom B
32	NAIRA FATHIMA JAPHAR	1 BCom B
33	ROHITH SHIBU	1 BCom B

34	ROSE MARIYA M. A.	1 BCom B
35	SANDHRA SAJEEV	1 BCom B
36	SANDRA V.S.	1 BCom B
37	SANJAY M.S.	1 BCom B
38	SNEHA K. S.	1 BCom B
39	TOM N. J.	1 BCom B
40	UJWAL PRAMOD	1 BCom B

CERTIFICATES



CERTIFICATE
OF COMPLETION

Naipunnya®

NAIPUNNYA INTERNATIONAL

NAIPUNNYA INSTITUTE OF MANAGEMENT AND INFORMATION TECHNOLOGY (NIMIT)
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Pongam, Koratty East, Thrissur District, Kerala State, India. Pincode - 680 308

This is to certify that

ABHIN JOSEPH

has successfully completed
an Add-on programme of 30 hours
on Workplace English and Business Communication Skills
during the academic year 2025-26
organised by the P G Department of English, NIMIT
in collaboration with Naipunnya International.

Director
Naipunnya International

Principal
NIMIT

CERTIFICATE

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Director
Naipunnya International

Principal
NIMIT

Add on course Feedback form

Workplace English and Business Communication Skills

Name : Ulagumuthu Programme: I B.com A

1. How has the course fulfilled your expectations?

   It mainly focused on communication skills and languge development.

2. Were the instructional materials useful to you?

   Yes of course the instructional material was useful for me.

3. Do you think the course will help you to develop professionally?

   May be according to the skills equipped by the professor.

4. Was the course successful in creating an awareness about the history of English Language?

   Yes, it is successful in creating an awareness about the history of English Language.

5. Rate your overall experience of the course.

   I would give 8.5/10.

6. Suggestions

   Be more strict to talk in English between the students.

Date: 22/9/25

ulagu.M

Signature



Add on course Feedback form

Workplace English and Business Communication Skills

Programme: 1st B.COM A

Name : ANGEL SHIBU

1. How has the course fulfilled your expectations?

   It met my expectations.

2. Were the instructional materials useful to you?

   Yes, they were useful.

3. Do you think the course will help you to develop professionally?

   Yes, It will help me professionally.

4. Was the course successful in creating an awareness about the history of English Language?

   Yes, It created good awareness.

5. Rate your overall experience of the course.

   Good.

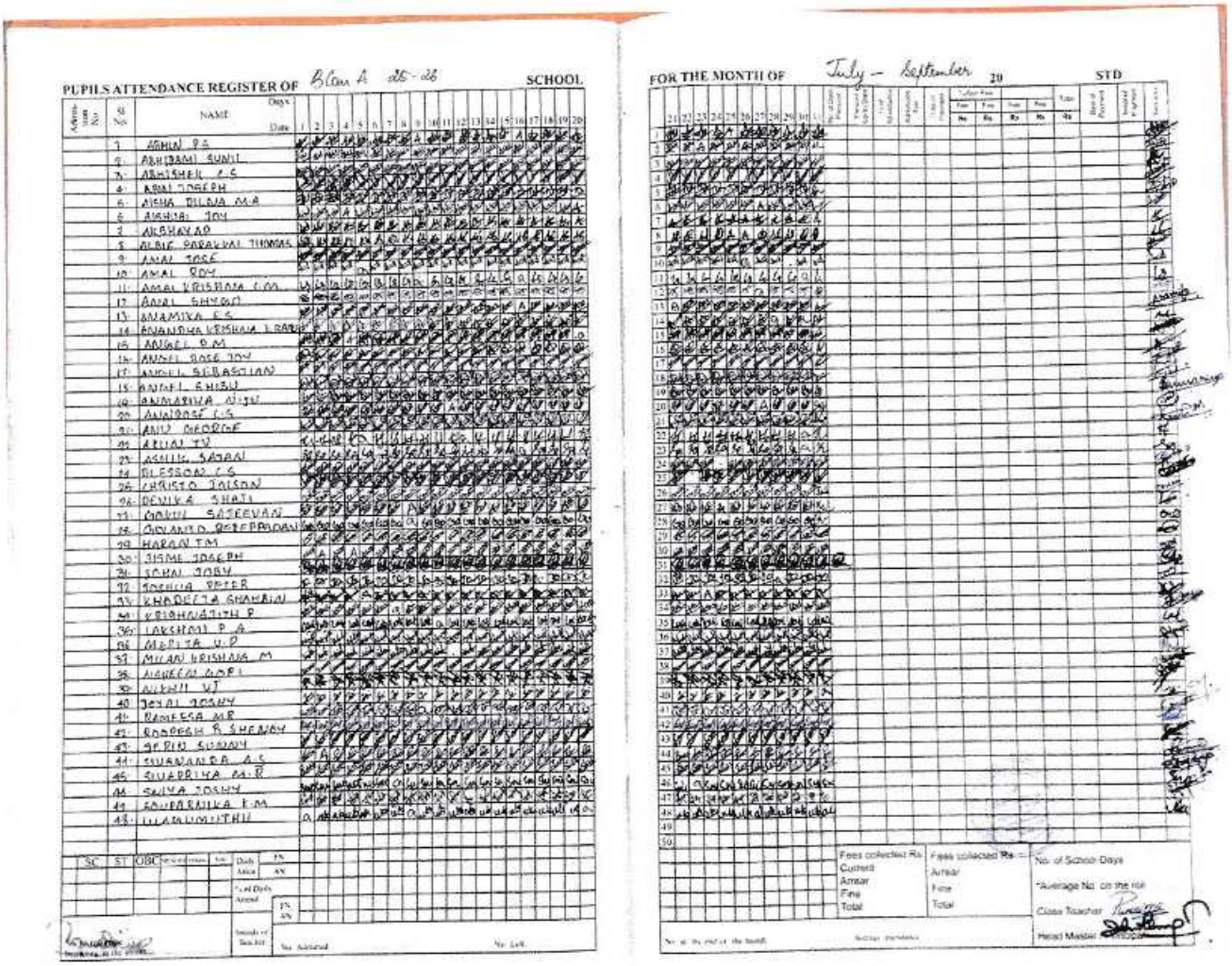
6. Suggestions

   Add more interactive activities.

Signature

Date: 22/9/25

ATTENDANCE



PUPILS ATTENDANCE REGISTER OF Bloom A 25-26 SCHOOL

Admission No.	Sl. No.	NAME (Days / Date)
	1	ABHIN P.S
	2	ABHIRAMI SUNIL
	3	ABHISHEK C.S
	4	ABIAL JOSEPH
	5	AISHA DILNA M.A
	6	AISHWAL JOY
	7	AKBHAYAD
	8	ALBIE PARAKKAL THOMAS
	9	AMAL JOSE
	10	AMAL ROY
	11	AMAL KRISHNA C.M.
	12	AMAL SHYGO
	13	ANAMIKA E.S
	14	ANANDHA KRISHNA K.RAJ
	15	ANGEL P.M
	16	ANGEL ROSE JOY
	17	ANGEL SEBASTIAN
	18	ANGEL SHIBU
	19	ANMARIYA NIJU
	20	ANNROSE C.S
	21	ANU GEORGE
	22	ARUN TV
	23	ASHIK SAJAN
	24	BLESSON C.S
	25	CHRISTO JOLSON
	26	DEVIKA SHAJI
	27	GOKUL SAJEEVAN
	28	GOVANDO DEREPPADAN
	29	HARAN T.M
	30	JISME JOSEPH
	31	JOHN JOBY
	32	JOSHUA PETER
	33	KHADEEJA SHAHBIN
	34	KRISHNAJITH P
	35	LAKSHMI P.A
	36	MERIJA V.P
	37	MILAN KRISHNA M
	38	MUHEEN GOPI
	39	NIKHIL VJ
	40	JOYAL JOSHY
	41	NAMEESA M.R
	42	ROOPESH R SHENOY
	43	SERIN SUNNY
	44	SIVANANDA A.S
	45	SIVAPRIYA M.R
	46	SNIYA JOSHY
	47	SOUPARNIKA K.M
	48	ILLAMUMUTHU

SC | ST | OBC | Date | Days Attend | Cum Days Attend | Initials of Teacher | No. Admitted | No. Left

FOR THE MONTH OF July – September 20 STD

Fees collected Rs. Current Arrear Fine Total

Fees collected Rs. Arrear Fine Total

No. of School Days

*Average No. on the roll

Class Teacher

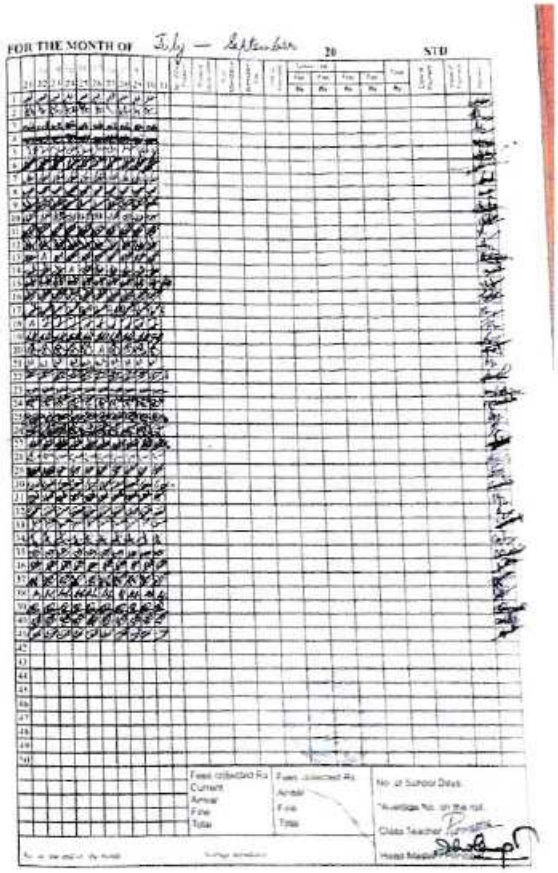
Head Master

Pongam, Koratty East, Thrissur District, Kerala State, India. Pin-680308.
Phone +91 9605001987, 04802730340, 2730341, 2733573
www.naipunnya.ac.in, mail@naipunnya.ac.in

ATTENDANCE


PUPILS ATTENDANCE REGISTER OF Bloom B - 25 - 26 SCHOOL

Sl. No.	NAME
1	Abel Biju
2	Abhinav P Jas Bank
3	Adarsh A.H
4	Akhil Hastin
5	Aloy Baiju
6	Alvin Roy
7	Amal Nadh
8	Anuvarna Iyam
9	Anupama C.R
10	Anjala Denny
11	Aldra Viju
12	Aryananda K
13	Benson Baiju
14	Bhama K Chandran
15	Bhavni Anu
16	Emlin Doogin
17	Emmanuel Roy
18	Jebin Joy
19	Jithin V.M
20	Joel Paul
21	Hilan George P.G
22	Muhammed Shanil
23	Nasha Fathima Sophy
24	Rohith Shibu
25	Rose Hariya M.A
26	Sandhra Sajeev
27	Sandra V.S
28	Sanjay M.S
29	Sneha K.S
30	Sam N.J
31	Upval Pramod
32	Alvin Varghese
33	Ann Maria Jap
34	Sobin Lal Pandhan
35	Noyal Shajir
36	Sonia Chaitan
37	Alvin K.S
38	Ashish Madhav
39	Dawn Manadan
40	Sreehari N.S
41	Sreesanth J


FOR THE MONTH OF July — September 20 STD

Fees collected Rs
Current
Arrear
Fine
Total

No. of School Days
Class Teacher
Head Master/Principal