PG DEPARTMENT OF ENGLISH

Professional English for the Corporate World

Add on course

Date of Event: 2025-26

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

NAIPUNNYA INSTITUTE OF MANAGEMENT AND INFORMATION TECHNOLOGY
Naipunnya
Pongam, Koratty East
Thrissur District
Kerala-680 308

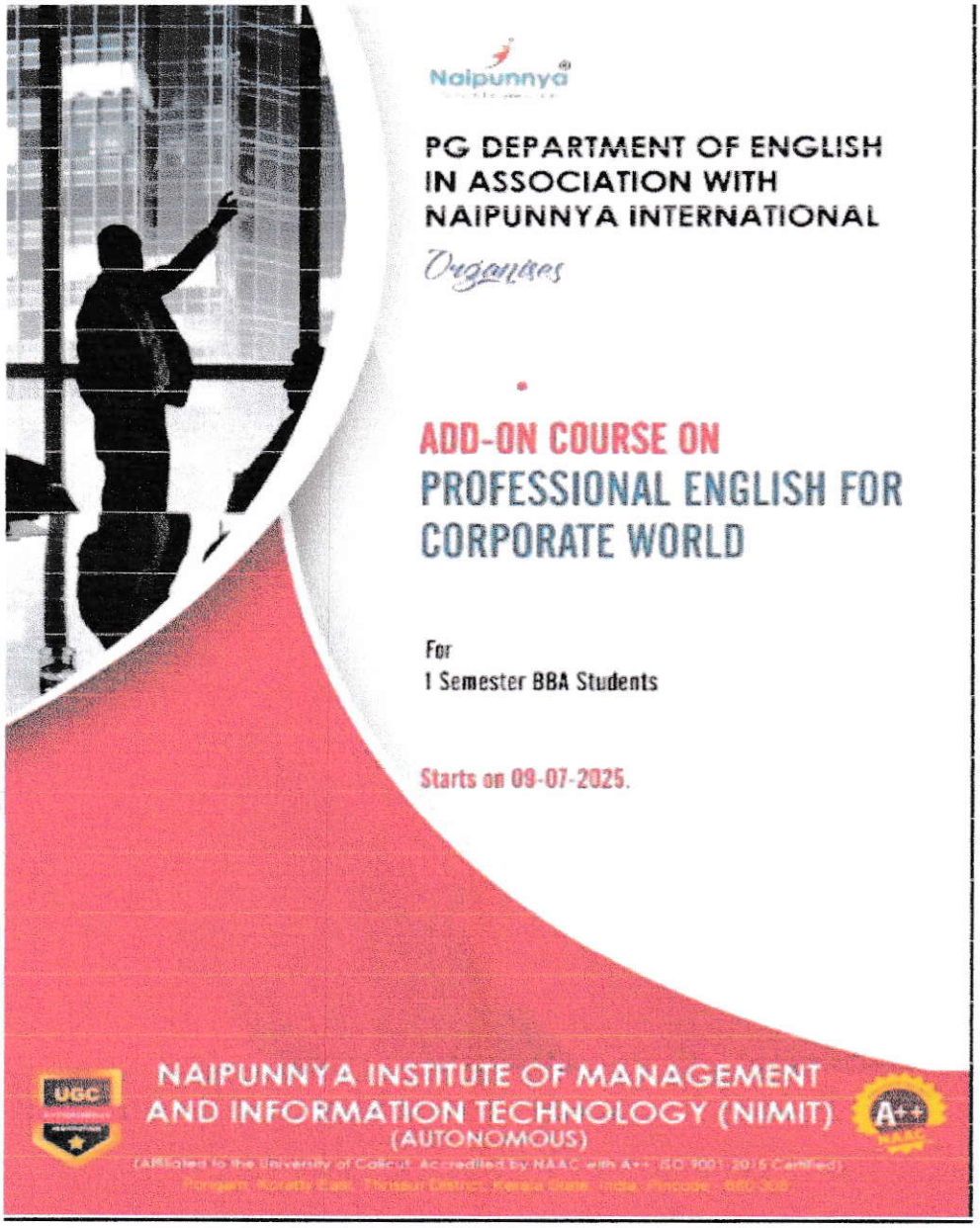
REPORT

PROFESSIONAL ENGLISH FOR THE CORPORATE WORLD

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 Professional English for the Corporate World (NLA 1AOP16) was offered to I Semester BBA students during the academic year 2025–2026. The offline sessions, held in the respective classroom from July 9, 2025, included both theory and practical components focusing on the four fundamental communication skills: Reading, Writing, Listening, and Speaking.

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
PROFESSIONAL ENGLISH FOR
CORPORATE WORLD
For
1 Semester BBA Students
Starts on 09-07-2025.
NAIPUNNYA INSTITUTE OF MANAGEMENT
AND INFORMATION TECHNOLOGY (NIMIT)
(AUTONOMOUS)

Syllabus

NLA1AOP16 - Professional English for the Corporate World

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 will have significantly expanded their business vocabulary and will be comfortable using industry-specific terminology
CO3-Students will be sensitive to cultural nuances, fostering better global 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	3	3	3
CO2	2	3	1	3	3
C03	1	2	3	2	2
CO4	3	3	1	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: Essentials of Business Communication

- Introduction to Business English
- Importance and Scope of Business Communication
- Difference between General English and Business English
- Expanding Business Vocabulary and Terminology
- Common Industry-specific Words and Phrases
- Business Etiquette and Professional Conduct

Module 2: Written Communication in Business

- Principles of Professional Writing
- Tone, Clarity, and Formality in Business Documents
- Writing Effective Emails and Memos
- Business Reports: Structure, Clarity, and Formatting
- Writing Business Proposals and Executive Summaries

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- Crafting Business Letters: Inquiry, Complaint, and Recommendation
- Resume and Cover Letter Writing

Module 3: Verbal and Presentation Skills

- Effective Verbal and Non-Verbal Communication
- Pronunciation, Accent, and Voice Modulation
- Active Listening and Interpersonal Communication
- Participating in and Leading Meetings
- Negotiation and Persuasion Techniques
- Designing and Delivering Business Presentations

Module 4: Cross-Cultural and Global Communication

- Cultural Intelligence and Sensitivity in Business
- Understanding Global Communication Styles
- Overcoming Cultural Barriers and Misunderstandings
- Communicating Across Cultures and Time Zones
- Virtual Collaboration and Managing Global Teams
- Conflict Resolution in Multicultural Environments

Reference Books

1. "Business Vocabulary in Use" by Bill Mascull
2. "Effective Business Writing: A Guide For Those Who Write On The Job" by Maryann V. Piotrowski:
3. "Cross-Cultural Business Behavior: A Guide for Global Marketing and Sales" by Richard R. Gesteland

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Time Table

Monday – 2: 15 p.m. – 3:15 p.m.

Class	Faculty
I Sem BBA	Mr. Johny P.O

Tuesday- 2: 15 p.m. – 3:15 p.m.

Class	Faculty
I Sem BBA	Mr. Johny P.O

Wednesday- 2: 15 p.m. – 3:15 p.m.

Class	Faculty
I Sem BBA	Mr. Johny P.O

Thursday- 2: 15 p.m. – 3:15 p.m.

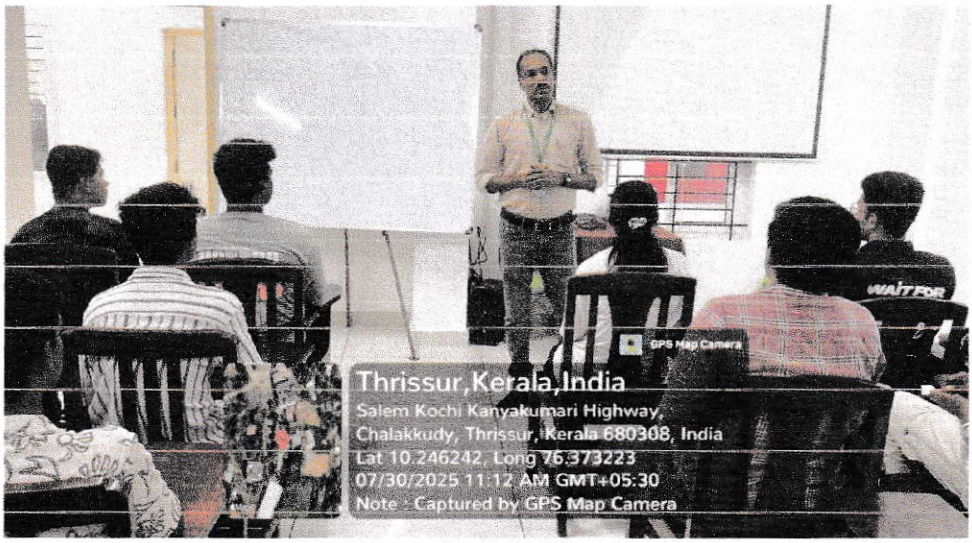
Class	Faculty
I Sem BBA	Mr. Johny P.O

Friday- 2: 15 p.m. – 3:15 p.m.

Class	Faculty
I Sem BBA	Mr. Johny P.O



Geo-tagged Photos





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Thrissur District
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Namelist

Sl.No	Name of the student	Class
1.	ABEL BAIJU	1BBA
2	ABHAY RAJEEV	I BBA
3	ABHIRAM T. U.	1BBA
4	ABISHIKTH K JOSE	1BBA
5	ADYA GURUMOORTHY	I BBA
6	AFRIN MARWA N.A.	1BBA
7	AIBEL ELDHO	1BBA
8	AKARSH K.	I BBA
9	ALAN CHRISTY MANOJ	1BBA
10	ALEENA C.JOJU	1BBA
11	ALWIN SHIJU	I BBA
12	ANANYA RAJAN	1BBA
13	ANET TREESA JOHNY	1BBA
14	ANNA BIJU	I BBA
15	ANNA K. STANLY	1BBA

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16	ANSA BABU	1BBA
17	ANUGRAH P. S.	I BBA
18	ANUSHA SHIBU	1BBA
19	ARAYAN ANGKANG SHIMRAY	1BBA
20	ARYANATH A.S.	I BBA
21	ASHBIN	1BBA
22	ATHIRA M.	1BBA
23	DENEETA	I BBA
24	ELDHO BENNY	1BBA
25	EMMANUEL PIUS	1BBA
26	ESHAAN P. S.	I BBA
27	HRIDHYA A. A.	1BBA
28	ILFA SHEHBIN K. V.	1BBA
29	JISHA JOGY	I BBA
30	JOE JIBY	1BBA
31	JOHN BIJU	1BBA
32	LEVIN	I BBA
33	MARYAN IVAN LIVERO	1BBA

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34	MELVIN THOMAS	1BBA
35	MOSES ILYAS JOHN	I BBA
36	NISWA MAISAL P. N.	1BBA
37	NIVEDH K JAYAN	1BBA
38	NOEL IMMANUEL JOSEPH	I BBA
39	PAULVIN TOM	1BBA
40	POOJA PRAKASH	1BBA
41	PRANAV CS	I BBA
42	RENJANA REJI	1BBA
43	ROSHAN ROY M.	1BBA
44	SANJAY KRISHNA P. K.	I BBA
45	SARATH SREEKUMAR	1BBA
46	SAVIO HENRICH SEVIAR	1BBA
47	SIVA PRASANTH	I BBA
48	SRUTHIN	1BBA
49	SWANTHANA SUNIL	1BBA
50	TOM MARIAN JOSE	1BBA

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CERTIFICATES



CERTIFICATE
OF COMPLETION

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(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

This is to certify that

ABHIRAM T. U.

has successfully completed
an Add-on programme of 30 hours
on Professional English for Corporate World
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

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Pongam, Koratty East, Thrissur District, Kerala State, India, Pincode - 680 308

This is to certify that

ABHAY RAJEEV

has successfully completed
an Add-on programme of 30 hours
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during the academic year 2025-26
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Director
Naipunnya International

Principal
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Add on course Feedback form

Professional English for the Corporate World 25-26

Name : POOJA PRAKASH Programme: I BBA

1. How has the course fulfilled your expectations?

The course has fullfilled my expectations to a great extent by improving my communication skills.

2. Were the instructional materials useful to you?

Yes, the instructional materials were very useful. They were clear, well-structured and helped me understand the concept easily.

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

Yes, this course will definitely help me develop professionally as it improved my speaking, writing and presentation skills.

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

Yes, this was really a good learning expeeience more meaniful.

5. Rate your overall experience of the course.

5/5 (Very good / Excellent).

6. Suggestions

. Make it more interactive.
. Include group discussions and practical activity.

Date: 22/9/25

Signature

Add on course Feedback form

Professional English for the Corporate World 25-26

Name : Akarsh .K. Programme: I BBA

1. How has the course fulfilled your expectations?

Ans. The course fulfilled my expectations. I expected an interactive and explanatory sessions, which the course fulfilled. On addition to that, the use of digital presentations helped me to grasp the concept clearly.

2. Were the instructional materials useful to you?

The course provided several study materials which were really impactful for my study. They were simple and brief which helped me revise in a quick manner.

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

The course will definitely help me develop my professional career. English is the most used language in all departments especially the business world. This course made me fit to convey my thoughts. The logistics course will prepare me efficiently in the logistics department.

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

The course covered the historical part of the english language and how it became a lingua franca. Though it didn't go in detail about the history, it rather focused on the relevant topics such as spoken english.

5. Rate your overall experience of the course.

Overall, I appreciate the provision of this course which really helped us improve ourselves in English language and also become confident in speaking before the audience. The course overall was very good.

6. Suggestions

I believe the course was perfectly conducted with interactive sessions activities and study materials. Though I suggest to give the students more assignments because there was only one in the course. This help them develop more in the area of english language.

Date: 22/9/25



Signature

ATTENDANCE

1 BBA - 2025-26

PUPILS ATTENDANCE REGISTER OF SCHOOL

FOR THE MONTH OF July - September 20 STD

Admission No	Sl No.	NAME	Days 1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
6850	1	ABHAY RAJEEV																				
7149	2	ABEL BAIJU																				
7147	3	ABHIRAM TV																				
7095	4	ABISHIKTH K JOSE																				
6860	5	ADYA GURUMURTHY																				
6867	6	AFRIN MARIA NA																				
6848	7	AIGEL ELDHO																				
7107	8	AKARSH IS																				
6882	9	ALAN CHRISTY MANOJ																				
6842	10	ALFEENA C JOJU																				
7181	11	ALWIN SHIJU																				
6889	12	ANANYA RAJAN																				
6823	13	ANET TREESA JOHNY																				
6876	14	ANNA BIJU																				
6840	15	ANNA K STANLY																				
6868	16	ANSA BABU																				
7104	17	ANUBHAV PS																				
6863	18	ANUSHA SHIBU																				
7094	19	ARYAN ANOKARN SHIBU																				
7080	20	ARYANATH PS																				
7223	21	ASHLIN																				
7150	22	ATHIRA M																				
7191	23	DEVIPRIYA																				
6870	24	ELDHO BENNY																				
6878	25	EMMANUEL PIUS																				
6855	26	ESHAAN PS																				
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6875	28	ILPA SHERIN KV																				
6841	29	JISHA JOJY																				
7157	30	JOHN BIJU																				
7230	31	JOE JIBY																				
7251	32	LEVIN																				
6861	33	MARIAM LIYA LIVERA																				
6844	34	MELWIN THOMAS																				
6847	35	MOSES UVAL JOHN																				
6855	36	NISHA MISAL PN																				
6986	37	NIVEDH K JAYAN																				
6799	38	NOEL IMMANUEL JOSEPH																				
6865	39	ONALIN TOM																				
7151	40	POOJA PRAKASH																				
7184	41	PRANAV CS																				
7146	42	RENJANA REJI																				
6809	43	ROSHAN ROY M																				
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6866	45	SAVIO HENRICH SEVIO																				
6831	46	SIVA PRASANTH																				
7193	47	SRUTHIN																				
7148	48	SUDHYTHANA SUNIL																				
6861	49	SRATH SREEKUMAR																				
7185	50	TOM MARIAN JOSE																				
		SC ST OBC																				
7195	51	Josh																				
7233	52	Priscilla																				
7234	53	AESHA																				

21	22	23	24	25	26	27	28	29	30	31	No. of Days	Present	Absent	Attendance	Fee Payment	Tuition Fee				Total	Date of Payment	Initial of Payment	Remarks
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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 / Principal

No. Admitted
No. Left

No. at the end of the month.

