



Dempo Charities Trust's
DHEMPE COLLEGE OF ARTS & SCIENCE
Miramar, Panaji-Goa

Finesse in Formal Correspondence

[02 Credits 30 hours]

Course Objective:

The course is intended to enhance the student's proficiency at formal correspondence (written and oral).

Course Contents:

- I. Spoken and Written Correspondence . [14 contact hours]
 1. Introduction to verbal and non-verbal communication with a focus on effective delivery
 2. Preparing for Interviews (Interpersonal, Telephonic, Panel and Group Interviews)
 3. Critical reading and appreciation
 4. Plagiarism check and introduction to referencing
 5. Academic Report Writing

- II. Social Correspondence and Soft Skills Training [9 contact hours]
 1. Focus on communication, team-work, adaptability, problem-solving, creativity, work ethic, and attention to detail

- III. Formal Correspondence . [7 contact hours]
 1. Written Etiquette (Formal acceptance/rejection letters)
 2. Application/Cover Letters
 3. Curriculum Vitae
 4. Resume
 5. Effective e-correspondence

Learning Outcome:

At the end of the course, students will be efficiently equipped to deal with situations pertaining to academic and career centric correspondence and etiquette.

References:

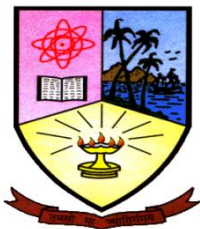
1. A Guide to APA Referencing Style: 6th Edition (2017). Student Success
2. Business English. (2008). Pearson
3. Fluency in English Part II (2006). Oxford University Press
4. Kumar, Sanjay and Lata, Pushp (2015). Communication Skills (2nd Edition). Oxford University Press
5. Law, Jonathan, editor (2001). Oxford Language Reference I. Oxford University Press
6. Mitra, Barun K. Personality Development and Soft Skills (2nd Edition). (2016). Oxford University Press
7. Purdue Writing Lab. "Reference List: Basic Rules". Purdue Writing Lab, owl.purdue.edu.
8. Vaishnav, Jagdeep I. Cracking the CAT: All-in-One Study Kit. (2012). Unique Publishers

Sheet1

Skill Development Course: Finesse in Formal Correspondence

Teacher: Ms. Rochelle Fernandes

Roll No.	Names	3 hours 03/01/20	4 hours 10/01/20	4 hours 11/01/20	4 hours 31/01/20	4 hours 07/02/10	4 hours 20/02/20	1 hours 30/06/20	3 hours 03/07/20	3 hours 04/07/20
201801	Sangeeta Badigar	A	P	P	P	P	A	P	P	P
201802	Ashaveta Dessai	P	P	A	P	P	P	P	P	P
201803	Devakumari Devakota	A	P	P	P	A	A	P	P	P
201804	Michellyn Fernando	P	P	P	P	A	P	P	P	P
201805	Divya Gaude	P	P	P	P	P	A	P	P	P
201806	Nailini D. Gawas	P	P	P	P	A	A	P	P	P
201807	Anuja Kalangutkar	P	P	P	A	A	P	P	P	P
201808	Gautami Khandeparkar	P	P	P	P	P	P	P	P	P
201809	Priya Komarpant	P	P	P	P	A	A	P	P	P
201810	Alisha Naik	A	P	P	A	A	A	A	A	A
201811	Deepshakha Naik	P	P	P	P	P	P	P	P	P
201812	Gauravi Naik	P	P	P	A	P	P	P	P	P
201813	Richa Naik	P	P	P	P	P	P	P	P	P
201815	Sherin Saji	P	P	P	P	P	P	P	P	P
201816	Punam Satre	P	P	P	A	P	A	P	P	P
201817	Ashwini Sinari	P	P	P	P	P	A	P	P	P
201818	Aishwarya Sirsat	P	P	P	A	P	A	P	P	P
201819	Rajat Vaskar	P	P	P	P	P	P	P	P	P
201820	Shraddha Walavalkar	P	P	P	P	P	P	P	P	P



**DCT's Dhempe College of Arts and Science
Miramar-Goa**

REPORT

FINESSE IN FORMAL CORRESPONDENCE

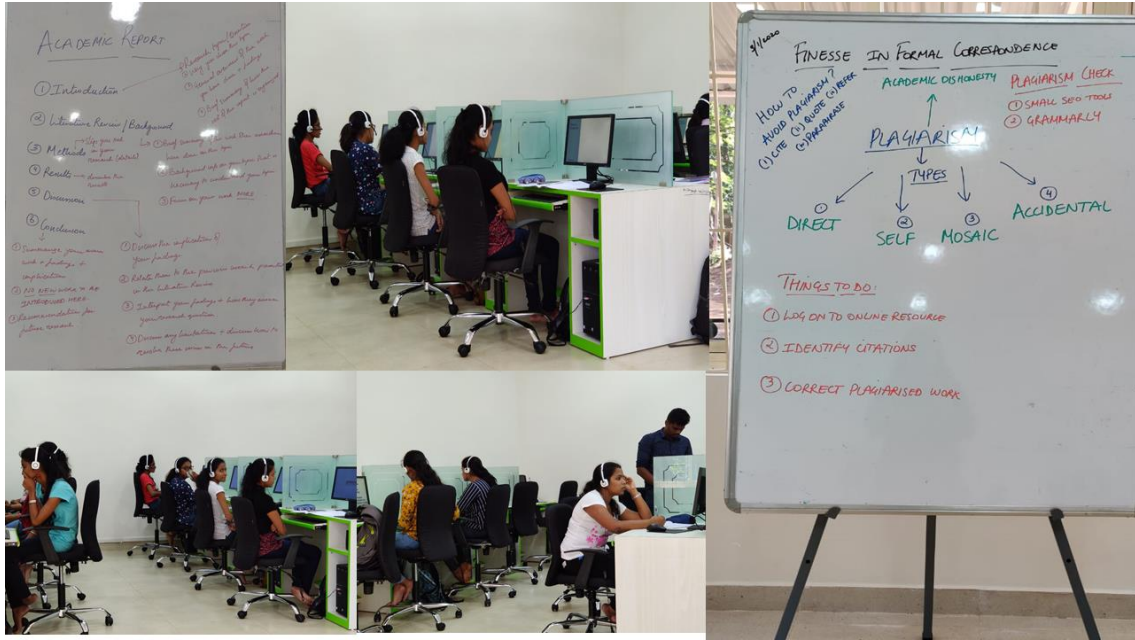
The Department of English in collaboration with the Digital Language Laboratory and Skill Development Centre of Dhempe College of Arts and Science organized 'Finesse in Formal Correspondence', a thirty hour skill development course, that commenced in January 2020. The course saw a participation of **19** final year students of MSc, Analytical Chemistry. The course aimed at honing communication skills- spoken as well as written- through a series of blended learning techniques that were participatory and interactive and often peer assessed.

The course was designed to efficiently equip students to deal with situations pertaining to academic and career centric correspondence and etiquette.

Over the course of thirty hours, the participants were provided with intensive training in topics that ranged from verbal and non-verbal communication with a focus on effective delivery to soft skills training, preparation for interviews, building of a resume and a CV., how to effectively construct and respond to e-correspondence as well as academic writing with a focus on citations and means to avoid plagiarism.

Towards the end of the course, the participants focused on preparing for upcoming on-campus interviews with pharmaceutical companies such as Unichem Laboratories Ltd. and Sanofi India Ltd. **Nine students were recruited in the above-mentioned organizations.**

The course was conducted by in-house resource person Ms. Rochelle Fernandes.



Enhancing formal correspondence

Total number of hours: 30

Total number of participants: 19

Total number of participants placed through recruitment: 09