



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