

BUSINESS ENGLISH CERTIFICATE

(VALUE ADDED COURSE)

2020-2021

SUMMARY REPORT

Name of the Course: BEC

Course Code: VENGBEC001

Offering Body: Department of English

No: of students who opted the course: 265

Batch, class and year to which the course was offered:

Batch	Class	Year
2020-2023	B. Com (CA)	I st Year
2020-2023	B. Com Taxation	I st Year
2020-2023	BBA	I st Year
2020-2023	B A Corporate Economics	I st Year
2020-2022	M. Com	I st Year

Duration of the course: 30 Hours

CAMPUS

Kottukulam Hills, Pathamuttom P. O., Kottayam – 686 532, Kerala | Tel: +91 481 2433787 | scas@saintgits.org

CORPORATE OFFICE

III Floor, Unity Building, K. K. Road, Kottayam – 686 002, Kerala | Tel: +91 481 2584330, 2300365 | mail@saintgits.org

www.saintgits.org

Topics Covered:

Language Skills—Listening, Speaking, Reading, and Writing

Resource materials, Teaching Methodology:

Sample Materials- Worksheets, audio files

Lecture, group discussions, practice sessions, ICT aids

Outcome of the course:

After the completion of the course, the students are able to:

- Use business jargons with precision.
- Communicate effectively through written forms of business correspondence.
- Participate productively during presentations, meetings and negotiations.
- Develop telephone skills.

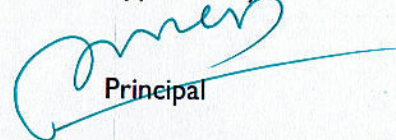
Prepared by,



VAC Coordinator



Approved by,



Principal

Dr. K. K. John
Principal
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Kottukulam Hills, Pathamuttom P. O.
Kottayam 686 532, Kerala

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