

College Of Engineering Roorkee Department of Humanities

SUMMER COURSE IN LANGUAGE SKILLS -2017

Emerge from the Darkness

It's your personality that makes you or breaks you.



Course Contents:

- Basic Grammar
- Basic Vocabulary Building
- Reading: Comprehension, Fluency and Speed
- Self Introduction and getting others introduced
- Writing: Basic Activities- Paragraph, Memo, Report and Proposal, and Business Correspondence
- Confidence Building, getting rid of inhibition
- 10 Simple Speaking Topics for drills
- Formal Letter Writing
- Manners, Professional Etiquette and Ethics
- Effective Writing Tips: Convention, Process and Format
- Job Application letter
- Resume writing-tips
- Presentation Skills
- Group Discussion and Dynamics
- Facing Interview
- Body Language and Vocalise
- Basic Phonetics
- Personality Development- Types and Traits
- Stress & Time Management



Highlights:-

- PDP lectures by experts
- Participation Certification
- Free hostel facility excluding food
- Course duration: 20 hours
- Fees: Rs. 500/-

Contact for Registration:

Dr. Rashmi Gupta

Course Coordinator

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Prof. B.S.Verma

Mob: 9837106900

HOD, Humanities

Last Date of registration:

June 03, 2017



Course Duration:-
5 JUNE 2017 TO 16
JUNE 2017

Registration opens
for all the COERians
as well as outsiders.

LEARN TO COMMUNICATE MORE POWERFULLY.....