
SYLLABUS FOR BOARD OF STUDIES ADOPTION — generated from the live catalogue record

Professional Communication and Workplace English

C-09 · 3 days (configurable 1–5 days) · Informatics · Career & Communication · Years: 1st, 2nd

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OVERVIEW

Email and report writing, presentation delivery, listening, workplace etiquette, and a recorded presentation. Sits naturally alongside the bridge work you already do for first years, and takes it from spoken fluency to workplace writing and delivery.

HOURS AND CREDIT POSITION

Contact hours: 24 Guided project: 6 Self-study: 0 Notional total: 30

Credit claim: 1

30 notional hours ÷ 30 hours per credit (NSQF track, UGC Micro-credentials Guidelines §5.3.3) = 1 credits.

COURSE OUTCOMES

CO1. Write workplace emails that state their ask clearly and carry the right tone (K3)

CO2. Construct a one-page status report from unstructured notes (K3)

CO3. Demonstrate active listening by producing accurate meeting minutes (K3)

CO4. Deliver a structured presentation with a clear opening, argument and close (K3)

CO5. Critique a recording of their own presentation and name two concrete improvements (K5)

COURSE CONTENT — MODULES

Hours shown are the recommended format; module time scales proportionally when the engagement runs 1–5 days.

Module 1 — Workplace writing I — email (4h recommended)

Theory: Subject lines, structure, tone, asking clearly, replying and escalating

Lab: Rewrite ten bad emails into good ones

Output: Email portfolio

Module 2 — Workplace writing II — reports (4h recommended)

Theory: Summaries, status updates, structuring longer documents

Lab: Draft a one-page status report from raw notes

Output: Polished status report

Module 3 — Listening and meetings (4h recommended)

Theory: Active listening, note-taking, clarifying questions, minutes

Lab: Simulated meeting with rotating minute-takers

Output: Circulated meeting minutes

Module 4 — Speaking up (4h recommended)

Theory: Structuring a point, voice, pace, handling nerves

Lab: Two-minute impromptu talks with peer rubric

Output: Rubric-scored talks

Module 5 — Presentation craft (4h recommended)

Theory: Slide discipline, narrative arc, openings and closings

Lab: Build the final presentation

Output: Presentation deck

Module 6 — The recorded presentation (4h recommended)

Theory: Delivery, Q&A handling, reviewing your own recording

Lab: Deliver and record the final presentation

Output: Recording + self-review note

ASSESSMENT SCHEME (100 MARKS)

Writing portfolio — 40 marks

Recorded final presentation — 40 marks

Participation & minutes — 20 marks

CO-PO MAPPING

CO1 !' PO10 (strength 2)

Email is the workplace's default written channel.

CO2 !' PO10 (strength 2)

Reports are how work becomes visible.

CO3 !' PO10 (strength 2)

Minutes prove listening happened.

CO4 !' PO10 (strength 2)

Presentation is assessed spoken communication.

CO5 !' PO12 (strength 2)

Self-critique on recordings builds lasting improvement.

EVERY PARTICIPANT RECEIVES

- Certificate of completion
- Course material
- LMS access
- Interview question bank
- Mock interview & viva practice
- Optional nasscom NSQF assessment (priced per candidate on your quotation)

FEE

¹1,700 per student, incl. GST

Excludes the optional nasscom assessment where offered. Final pricing on your college's quotation.

DESIGNED BY

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