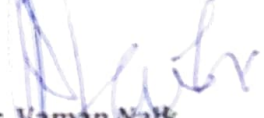


**International School of Business and Media  
College of Commerce**

**17 Sept 2021**

The College of Commerce is having the next foundation course on "Communication Skills" for FYBBA, FYBBA (CA) students batch 2021-2024, as requested by the students. The facilitator is Prof. Anita Jacob. She is very effective orator. She has taught this course at State and Central Universities. We were requesting mam for this course since last two years. She agreed to it this time in spite of her busy schedule. Students are requested to adjust as per her schedule. She will share the course content with you. Attendance is Mandatory.

  
-Dr. Vaman Nalk  
Principal  
**PRINCIPAL**  
ISB&M College of Commerce  
Nande, Pune-412115.



**International School of Business and Media College of Commerce**

**FOUNDATION COURSE-FYBBA (CA)**

**Timetable**


**With effect from 20<sup>th</sup> September, 2021**

Day	Morning Session		Afternoon Session	
	Time	Subject	Time	Subject
<b>Monday</b>	10.30 am-11.30 am	<b>Understanding Logic</b>	3.00 pm-4.00 pm	<b>Communication Skills</b>
<b>Tuesday</b>	10.30 am-11.30 am	<b>Building through algorithm &amp; flow chart</b>	4.00 pm-5.00 pm	
<b>Wednesday</b>	10.30 am-11.30 am		2.00 pm-3.00 pm	
<b>Thursday</b>	10.30 am-11.30 am	<b>Applications &amp; Scope of latest IT Technologies</b>	3.00 pm-4.00 pm	
<b>Friday</b>	10.30 am-11.30 am		2.00 pm-3.00 pm	

**Note: -**

- Prof. Deepali Gosavi will be the facilitator of **Understanding Logic Building through algorithm & flow chart**. (Online session on Google Meet platform)
- Prof. Prerna Rawat will be the facilitator of **Applications & Scope of latest IT Technologies**. (Online session on Google Meet platform)
- Prof. Anita Jacob will be the facilitator of Communication Skills. (Online session on Zoom platform)



  
Dr. Vaman Naik  
Principal

ISB&M College of Commerce  
Nande, Pune-412115.

**International School of Business and Media**

**College of Commerce**

**Two-Week Foundation Course**

**On**

**Enhancement of Communication Skills**

**(20<sup>th</sup> Sep 2021- 1<sup>st</sup> Oct 2021)**

**by**

**Prof. Anita Jacob**

**Associate Professor, College of Commerce and Management, Sanquelim, Goa**

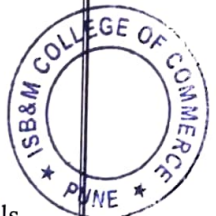
International School of Business and Media, College of Commerce, Nande village, Pune, has always set an example of leading a healthy transition of college to campus journey by guiding students in their path of shaping skills and training them, creating fresh graduates to face the competition of the corporate world.

A 2 weeks Foundation Course was conducted by ISB&M, College of Commerce under the flagship and guidance of Principal Dr. Vaman Naik. The program was inaugurated by Dr. Pramod Kumar and Dr. Vaman Naik. In welcome speech Prof. Tripti Sharma, briefed the participants about the subject chosen for the foundation program and highlighted the reasons and importance of the same. She further added that this program will provide special benefits to students as enhancement of communication skills is a lifelong learning process and we can never say that we are saturated with the concept or topic. She introduced the resource person to the participants.

**OBJECTIVES:**

The major objectives kept in mind while framing this foundation course were:

- a. To create awareness about communication and interpersonal skills.
- b. To highlight the attributes of a formal and non-formal communication skills.



c. To emphasize importance of listening and empathy.

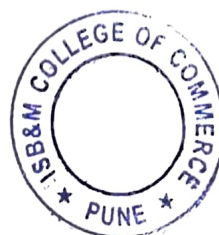
d. To make the participants aware about latest trends in communication skills

### **IMPLEMENTATION:**

In the starting sessions, Prof. Anita Jacob made a presentation on Basic Writing Skills, which covered areas like Punctuation, Commonly Confused words and Basic Grammar. After the presentation, the participants were asked few questions on these areas and their performance was evaluated and necessary feedback on how to improve these skills was given.

In the next session, a presentation on Business Email Writing, which gave necessary tips and guidelines on drafting formal emails, was followed by the participants' drafting emails in groups on their own on some given topics. They were made to read out the drafts and necessary corrections and clarifications were suggested by the resource person. Furthermore, the participants were given some useful information on telephone etiquettes. Then they were given some exercises and role-play sessions where they were asked to use appropriate language – both formal and informal – while making telephonic conversations.

In the last sessions, the resource person gave some useful information and tips on drafting business/official letters and the participants were asked to work in groups and write out formal letters making use of the tips and following the guide lines given. After the groups finished writing, some of them were asked to read out the letter drafted by their group and they were given suggestions as how the letters could have been made more appropriate and effective.



**TOPICS COVERED:**

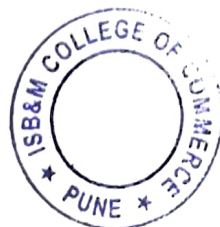
- Speaking Skills
- Writing Skills
- Formal and Non-Formal Communication
- Business e-mail Writing
- Telephonic Attiquette

**VALEDICTORY SESSION:**

In the valedictory program held at the end, a few participants gave their feedback explaining how the program helped them improve their communication skills and made them more confident of using English in a better way. In his valedictory address, the Principal congratulated both the participants and the resource persons for organizing the program successfully and requested the participants to constantly improve upon their skills and competencies for their personal and professional growth. The program ended with a vote of thanks by Prof. Harish Naidu.

**OUTCOME:**

All the sessions were very much informative and interactive. The foundation course created awareness of the importance of communication skills as an essential attribute.





**Few Glimpses:**



**Dr. Tripti Sharma**  
Event Co-ordinator

**Dr. Vaman Naik**  
**Principal**  
ISB&M College of Commerce  
Nande, Pune-412115.

