

Symbiosis School of Sports Sciences

Report on Language and communication skills

Business English

Symbiosis School of Sports Sciences conducted the Business English classes for the MBA(SM) Batch 2018-20 to enhance their capability of communication and improve their presentation skills which in turn will help them in placements. The duration of the course was 15hrs. Two faculty members from ELTIS conducted intensive sessions of 3hrs of each session in the span of 2 months. 78 students of batch 2018-20 attended the course.

Objective:

Plan, structure and organize ideas more effectively.

Use various techniques and language structures to structure a presentation for maximum results.

Writing effective emails to authorities.

Use language creatively to build rapport and clearly inform.

Identify report objectives and plan and structure a report;

Develop a clear and effective introduction, body and conclusion;

Rationale:

A manager needs to ensure everyone is doing what they are supposed to do to keep things running smoothly and efficiently and must use phone, email and face to face communication on a constant daily basis. This course was conducted to enable students to enhance their writing skills. To write report with effective introduction, body and conclusion and produce executive summary. Improve English speaking and writing skills. How to use language for meetings-suggesting, recommending etc. How to organize and structure letters/emails and avoid common grammatical errors. Organizing and formatting minutes of the meeting present time vs past time.