



Value-Added Course
Business English and Workplace
Communication
MBA Batch 2025-27, First Year
(Academic Year - 2025-26)

VAC-045

Dr. Ritu Vashistha

Assistant Professor

A handwritten signature in blue ink, appearing to read 'For Registrar', written over the printed name 'Registrar'.

Registrar

IIHMR University
1, Prabhu Dayal Marg, Near
Sanganer Airport, Jaipur-302029



IIHMR University, Prabhu Dayal Marg, Near Sanganer Airport, Jaipur – 302029

Date: 27-01-2026

CIRCULAR

All the students are hereby informed that IIHMR University, Jaipur, is offering a **Value-Added Course (VAC-045)** titled **“Business English and Workplace Communication”** The course aims to enhance students’ professional communication and business writing skills.

The course is designed to equip students with essential skills in **professional communication, business writing, and workplace interaction**, enabling them to effectively communicate in corporate and professional environments.

Interested students are required to complete the registration process with the respective **Course Coordinator/Program Office**.

The course will focus on:

- Business communication and professional writing skills
- Email etiquette and workplace communication
- Presentation and interpersonal communication skills
- Developing confidence in professional interactions

Course Code: VAC-045

Course Credits: 1.5

The duration and session timings of the course will be conducted as per university norms.

All eligible students are encouraged to enrol and enhance their skills in **business communication and professional English for career advancement**.

Registrar's Office

Registrar

IIHMR University

**1, Prabhu Dayal Marg, Near
Sanganer Airport, Jaipur-302029**

Course Information

1. Course Title: Business English and Workplace Communication

Course Credit: 1.5

Course Instructor(s): Dr. Ritu Vashistha

2. Course Description

Effective communication is a critical competency for professional success in today's global business environment. This course focuses on developing business English proficiency and workplace communication skills required for professional interactions. The course equips students with the ability to communicate effectively through verbal, written, and digital channels. Students will learn professional writing, presentation skills, interpersonal communication, business etiquette, interview preparation, and cross-cultural communication. Through practical exercises, role-plays, presentations, and workplace simulations, participants will develop confidence and competence to communicate professionally in diverse organizational settings.

3. Course Objectives

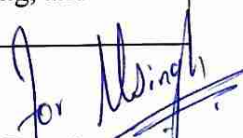
The primary objective of this course is to equip students with the essential communication skills required for professional success by enabling them to:

- Develop effective written communication skills for workplace correspondence.
- Enhance verbal communication and presentation abilities.
- Improve interpersonal and team communication skills.
- Understand workplace etiquette and professional conduct.
- Build employability skills including interview readiness, networking, and personal branding.

4. Course Outcomes

After completing the course, students should be able to:

CO	Course Outcome
CO1	Demonstrate effective business communication using appropriate verbal and written English.
CO2	Prepare professional business documents including emails, reports, memos, and letters.
CO3	Apply presentation, interpersonal, and teamwork communication skills in workplace situations.
CO4	Analyze and manage workplace communication challenges, conflicts, and cross-cultural interactions.
CO5	Demonstrate professional readiness through interview skills, networking, and personal branding.


Registrar

IHMR University
1, Prabhu Dayal Marg, Near
Sanganer Airport, Jaipur-302029

5. Course Pedagogy

The course will be delivered through:

- Interactive lectures
- Role plays and simulations
- Group discussions
- Business communication exercises
- Presentations
- Case studies
- Mock interviews
- Peer learning activities
- Workplace communication projects

6. Course Requirement

Students are expected to actively participate in classroom discussions, communication exercises, presentations, and role plays. Regular attendance, timely submission of assignments, and preparation for class activities are essential for successful completion of the course.

7. Course Syllabus

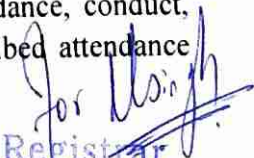
Unit	Content / Topics	CO	Bloom's Learning Levels
Unit 1	Foundations of Business Communication: Communication process, barriers, workplace communication principles, business vocabulary	CO1	1,2,3
Unit 2	Professional Writing Skills: Emails, memos, business letters, reports, meeting minutes	CO2	1,2,3,4
Unit 3	Oral Communication and Presentation Skills: Public speaking, presentations, storytelling, confidence building	CO3	1,2,3,4,5
Unit 4	Workplace Communication and Professional Etiquette: Team communication, conflict management, negotiation, cross-cultural communication	CO4	1,2,3,4,5
Unit 5	Employability Communication Skills: Resume writing, interview skills, networking, personal branding, LinkedIn communication	CO5	1,2,3,4,5,6

Bloom's Taxonomy Levels:

BL1: Remember | BL2: Understand | BL3: Apply | BL4: Analyze | BL5: Evaluate | BL6: Create

8. Course Policies

The course will follow all university academic regulations regarding attendance, conduct, assessment, and examinations. Students are required to maintain the prescribed attendance percentage and actively participate in all learning activities.


Registrar
IIHMR University
1, Prabhu Dayal Marg, Near
Sanganer Airport, Jaipur-302019

9. Course Assessment

Internal Assessment (50%)

Continuous Internal Assessment (30%)

- Business Email Writing Assignment – 10%
- Group Presentation – 10%
- Mock Interview & Participation – 10%

Mid-Term Examination (20%)

- Objective and Subjective Assessment

End-Term Examination (50%)

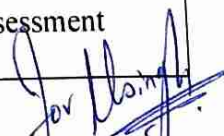
Comprehensive examination covering the entire course syllabus.

10. CO and Assessment Alignment Matrix

Activity	CO1	CO2	CO3	CO4	CO5
Email Writing Assignment	✓	✓			
Business Report Writing		✓			
Presentation	✓		✓		
Role Play	✓		✓	✓	
Group Discussion	✓		✓	✓	
Mock Interview			✓		✓
Resume Development					✓
Class Participation	✓	✓	✓	✓	✓
Mid-Term Examination	✓	✓	✓	✓	✓
End-Term Examination	✓	✓	✓	✓	✓

11. Session Plan (5 Days)

Day 1	Introduction to Business Communication	Communication Process & Barriers	Business Vocabulary Development	Communication Activities
Day 2	Professional Email Writing	Business Letters & Memos	Report Writing	Practical Writing Workshop
Day 3	Presentation Skills	Public Speaking Techniques	Group Presentations	Feedback Session
Day 4	Workplace Etiquette	Team Communication	Conflict Resolution & Negotiation	Role Play Activities
Day 5	Resume Writing	Interview Skills	Personal Branding & LinkedIn	Final Presentations & Assessment


Registrar

IHMR University

1, Prabhu Dayal Marg, Near

302029

12. Readings

1. Murphy, R. *English Grammar in Use*.
2. Lesikar, R. V., & Flatley, M. E. *Business Communication: Connecting in a Digital World*.
3. Bovee, C. L., & Thill, J. V. *Business Communication Today*.
4. Carnegie, D. *The Quick and Easy Way to Effective Speaking*.
5. Guffey, M. E., & Loewy, D. *Essentials of Business Communication*.
6. Pease, A. *Body Language: How to Read Others' Thoughts by Their Gestures*.
7. Harvard Business Review articles on workplace communication and professional development.

Value Added Course
MBA & MPH Batch- 2025-27, First Year (Academic Year- 2025-26)
Apr 13-17, 2026
Student Attendance
VAC-045 Business English and Workplace Communication

Registration ID	Name	Total Sessions Scheduled	Sessions Attended	Present Percentage
IIHMR-U/01/2025-27/2158	Atal Ankush Rajesh	20	17	85.00
IIHMR-U/01/2025-27/2174	Nishigandha Bhosale	20	19	95.00
IIHMR-U/01/2025-27/2240	M Niranjana Kumar	20	17	85.00
IIHMR-U/01/2025-27/2246	Mayank Suman Raj	20	20	100.00
IIHMR-U/01/2025-27/2289	Rajesh Mallick	20	20	100.00
IIHMR-U/01/2025-27/2317	Shukla Saakshi Chiragkumar	20	20	100.00
IIHMR-U/01/2025-27/2334	Unni Divya Sanjay	20	16	80.00
IIHMR-U/01/2025-27/2335	UTKARSH RAJNISH	20	20	100.00
IIHMR-U/01/2025-27/2345	Vishal Sarkar	20	18	90.00
IIHMR-U/02/2025-27/0850	Vaishali Kumari	20	20	100.00
IIHMR-U/10/2025-27/0067	Bhupesh Bijarnia	20	20	100.00
IIHMR-U/10/2025-27/0068	Jitendra Munshilal Meena	20	16	80.00
IIHMR-U/10/2025-27/0069	Kuldeep Kumawat	20	20	100.00
IIHMR-U/10/2025-27/0071	Mehul Agarwal	20	20	100.00
IIHMR-U/10/2025-27/0074	Sanidhya Choudhary	20	20	100.00

For Hoingh
Registrar



Certification of Completion

This certifies that

Atal Ankush Rajesh

**Master of Business Administration (Hospital and Health Management)
2025-27**

has successfully completed Value Added Course (VAC) on

Business English and Workplace Communication

Conducted during **April 13-17, 2026**, accumulating a total of 30 hours
with **Grade A+**

Dr. Himadri Sinha
Professor and Coordinator (VAC)

Dr. P.R. Sodani
President

Registrar
IIHMR University

I, Prabh Dayal Marg, Near
Sanganer Airport, Jaipur - 302015
2029

Date of issue: April 30, 2026



Certification of Completion

This certifies that

Mayank Raj

**Master of Business Administration (Hospital and Health Management)
2025-27**

has successfully completed Value Added Course (VAC) on

Business English and Workplace Communication

Conducted during **April 13-17, 2026**, accumulating a total of 30 hours
with **Grade A**

Dr. Himadri Sinha
Professor and Coordinator (VAC)

Dr. P.R. Sodani
President

Date of issue: April 30, 2026

Registrar

IIHMR University

**1, Prabhu Dayal Marg, Near
Sanganer Airport, Jaipur-302029**



Certification of Completion

This certifies that

Unni Divya Sanjay

**Master of Business Administration (Hospital and Health Management)
2025-27**

has successfully completed Value Added Course (VAC) on

Business English and Workplace Communication

Conducted during **April 13-17, 2026**, accumulating a total of 30 hours

with Grade B+

Dr. Himadri Sinha

Professor and Coordinator (VAC)

Dr. P.R. Sodani

President

Registrar

IIHMR University

1, Prabhu Dayal Marg, Near
Sanganer Airport, Jaipur-302029

Date of issue: April 30, 2026



Certification of Completion

This certifies that

Vaishali Kumari

Master of Business Administration (Pharmaceutical Management)

2025-27

has successfully completed Value Added Course (VAC) on

Business English and Workplace Communication

Conducted during **April 13-17, 2026**, accumulating a total of 30 hours

with Grade B+

Dr. Himadri Sinha
Professor and Coordinator (VAC)

Dr. P.R. Sodani
President

Registrar

Date of issue: April 30, 2026



Certification of Completion

This certifies that

Mehul Agarwal

**Master of Business Administration (Development Management)
2025-27**

has successfully completed Value Added Course (VAC) on

Business English and Workplace Communication

Conducted during **April 13-17, 2026**, accumulating a total of 30 hours
with **Grade B+**

Dr. Himadri Sinha
Professor and Coordinator (VAC)

Dr. P.R. Sodani
President

Registrar
IIHMR University

1, Prabhu Dayal Marg, Near
Sanganer Airport, Jaipur-302020

Date of issue: April 30, 2026