

SAMPARK: A SOCIAL INITIATIVE BY KUMAUN UNIVERSITY, NAINITAL

Five Days Free Online Course

PROFESSIONAL WRITING SKILLS

This course is designed to make the learners skilled in virtual conversation and help them learn professional ethics.

Course Duration: 19 JUNE -23 JUNE , TIME- 2:30-3:30

Course Outline

Day 1: Basics of Email Writing

Day 2: Letter Writing

Day 3: Bio Data, Resume, CV

Day 4: Preparing Resume

Day 5: Professional Writing

**Also get an
e-certificate!**

Learning Outcome

- The course will enable the learners to write e-mails and business letters effectively.
- The course will enable the learners to prepare their resume.

Objectives of the course

- To acquaint the learner with professional writing ethics
- To make the learner skilled in business writing

Course Instructor

Dr. Shaily, Department of English, SSJ Campus Almora

Email- shailyprksh@gmail.com

Link for Registration- <https://forms.gle/HWJ8w58bn2MDCNmw6>

**REST OF THE DETAILS WOULD BE SENT TO YOU THROUGH EMAIL AFTER REGISTRATION.*