

**SANT HIRDARAM GIRLS COLLEGE**  
**DEPARTMENT OF COMMERCE**  
**CERTIFICATE PROGRAMME IN PERSONALITY DEVELOPMENT**

**COURSE OBJECTIVES**

- To groom the students for making themselves presentable.
- To reduce level of stress and conflicts.
- To inculcate positive qualities in students like punctuality, willingness to learn and friendly nature, etc.
- Creating a good and lasting impression on others.
- To develop professional writing skills in students.

**COURSE OUTCOME**

- Students learnt the art of effective communication.
- To develop better understanding of communicative English.
- Students learnt professional writing skills.
- Students learnt the art of writing effective electronic mails.
- Students learnt Do's and Don'ts of communicating virtually.

**COURSE MODULE/CONTENT**

Day 1	The Art of Effective Communication
Day 2	Confusing Words and False Friends
Day 3	Writing Effectively
Day 4	The power of words
Day 5	Email Writing
Day 6	Communicating Virtually

**COURSE FEES- INR 1000**

**DURATION OF COURSE- 20 Hrs.**