



MANNAR THIRUMALAI NAICKER COLLEGE (Autonomous)
(An Autonomous Institution Affiliated to Madurai Kamaraj University)
(Accredited with “A” Grade by NAAC)
Pasumalai, Madurai -625004

III & IV SEMESTER - COURSE OUTCOMES
ARTS / HUMANITIES

PART-II ENGLISH

19UBEG31

ENGLISH – III: BUSINESS ENGLISH – III

Course outcomes

CO1: Know the Electronic forms of Communication.

CO2: Train the students in preparing Resumes and to provide them required skills for effective resume writing.

CO3: This paper will help students to frame Phrases and clauses.

CO4: Motivate them to write composition regarding various taxes.

CO5: Know the correspondence of Direct and indirect taxes.

19UBEG41

BUSINESS ENGLISH - II

Course Outcomes

CO1: understand the aspects of correspondence of a company Secretary.

CO2: train the students to prepare Job Application and Promotion Letters.

CO3: get Knowledge in preparing Notice of Agenda and Minutes.

CO4: Motivate them to use Punctuations and writing Memos and Notes.

CO5: Realize the rules and regulation of writing Memo, Notes and Circular.