



**University of
Technology**

Serving Education Since 1976



YOUR PATH TO BUSINESS ENGLISH - STEP BY STEP

CERTIFICATION IN BUSINESS ENGLISH

www.universityoftechnology.edu.in

About University of Technology

University of Technology is established by the Govt. of Rajasthan through State Legislature under the Act No 28 of 2017. It is UGC recognized University under section 2(f) of the UGC Act 1956. University of Technology is sponsored by the renowned label in the education domain, Deepshikha Kala Sansthan, Jaipur.

The University of Technology is known for offering quality education to students coming from varied backgrounds, across different learning segments and knowledge disciplines.

Highly known to deliver finest of learning solutions and facilities aiming at all-round development of the students, the university commits to a wide array of courses and a vast pool of resources– ranging across the domains of Engineering and Technology, Management, Law, Science, Arts, Commerce, Education, Languages, Medical and Health, Alternate Therapy, Religion, Telecommunication, Information Technology – in a plush facility spread in 30 Acre of area.

With its eminent lineage spread across a span of over 40 years, University of Technology is marked as one of the most celebrated educational bodies in the domain, with fast growing reach in educational services and offerings – putting up with the new-age learning system and ultra-modern education facility.

The organization has produced marvelous results and topped premium lists of educational institutions over the years.

Of many accolades and recognition that University of Technology boasts, a few are – World Record in Largest Assembly of 1100 Robots in Telepathy Robotics (Record Created by Regional College Maintained under Deepshikha Kala Sansthan), MOU signed with Infosys Technologies Ltd., tie-up with Florida Atlantica University and Membership with Microsoft Academic Alliance.

The organization also supports community and environmental causes and is active in different areas of social interest.

Besides, it has driven different endeavors crusaded in the form of student camps, art workshops and talent competitions and other various awareness programs that have helped students to explore value beyond regular curriculum.

Approvals :



UGC



Government
Of Rajasthan



AIU



BCI



PCI



AICTE

Collaborations, MOUs and Awards

National Productivity Council

Empanelled as Centre of Excellence on Industry 4.0 Under the Umbrella of Centre of Excellence of IT for Industry 4.0 , National Productivity Council, New Delhi



MOU with Cambridge University

University of technology and all its associated campuses take pride in this landmark partnership and association with Cambridge Language Assessment, CLA (a division of Cambridge University)



UOT takes pride in being the first campus to partner with Cambridge Language Assessment in Jaipur and offer the best in language skilling to its students.

Red Hat Academy

University of Technology is proud to PARTNER WITH THE LINUX® LEADER TO DELIVER A SUPERIOR LEARNING EXPERIENCE



Oracle Academy

University of Technology is proud to PARTNER WITH ORACLE as ORACLE ACADEMY Partner – As Oracle Academy , UOT Students and Faculty have access to world-class technology and software, expert curriculum, teaching and learning materials, professional development, Oracle professional certification resources, member recognition, and a wealth of classroom resources



MOU with DOTsquares

University of Technology is proud to Associate with DOTsquares Pvt Ltd – With more than 700 hard working employees in company , DotSquares has worked for more than 8000 clients. DOTsquares Provides Industrial Expertise along with Live Project Training and Placement to University of Technology Enrolled Students.



MOU with Quantum Activism Vishwalayam

CQA and University of Technology have conceived to bind themselves in a joint project to spread transformative education, quantum science and spiritual wisdom globally to all interested students to educate in the same discipline.



MOU with Pyramid Spiritual Science Academy

University of Technology has constructed huge pyramid in its campus – On the Day of Inauguration of the Pyramid , University of Technology and Pyramid Spiritual Science Academy conceived a joint project to spread the awareness of Anapanasati Meditation and Spiritual Science knowledge globally to all interested parties.



Listed in Top 25 Universities

In a survey conducted by Higher Education Review, University of Technology, Vatika, Jaipur has been **ranked among the top 25 universities** in India for the year 2019. Based on the survey report, the University of Technology has been recognized with the Award of Excellence.



ABOUT THE COURSE

India is a diverse nation with many languages. As the world blends in terms of borders, there is immense pressure to communicate in a common language the world understands and speaks. This common binding language, the world population speaks is English. Career progression without effective communication skills becomes a major barrier and hence, the importance of the English language cannot be overlooked or ignored.

UOT together with TriN (Centre for Cambridge Language Assessment, a part of Cambridge University) is committed to counter language barriers and lack of skilling. Together we are committed to build confidence, aptitude and an attitude to win in every participant.

Our key project is to initiate Cambridge Business English Certification (BEC) / University of Technology Business English Certification across various levels of Institutions (Colleges/Universities/ Corporates) and equip every participant with skilling and effectiveness at the workplace.

Level of Participants: Minimum Qualification must be Grade 10 Pass out

CURRICULUM FLOW

Our Skill Enhancement program offers a hand holding support through an interactive and immersive learning experience by trained mentors with exceptional subject knowledge and teaching experience. A very crisp, comprehensive Module on all areas of Business Etiquette and Communication skilling, designed to cover a well-integrated curriculum based on the Cambridge BEC (Business English) content for Skills at work:

- | | | | |
|-----------------------|-------------------|-----------------------|----------------------|
| ✓ PROFESSIONAL SKILLS | ✓ VERBAL APTITUDE | ✓ ORGANIZATION SKILLS | ✓ BUSINESS ETIQUETTE |
| ✓ SOCIAL SKILLS | ✓ PERSONAL SKILLS | ✓ JOB ORIENTED SKILLS | ✓ MOCK SESSIONS |

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DURATION: 30 HOURS

MODE: ZOOM/GOOGLE MEET/WEBEX

FEE STRUCTURE: INR 3800

NEED OF ENGLISH COMMUNICATION COURSE

- DO YOU WRITE AND SPEAK ENGLISH EFFORTLESSLY?
- ARE YOU CONFIDENT IN SPEAKING ENGLISH?
- DO YOU STRUGGLE WITH WORDS AND EXPRESSIONS WHEN YOU SPEAK IN ENGLISH?
- DO YOU STRUGGLE WHEN YOU WRITE E-MAILS OR LETTERS?
- DO YOU FEEL YOU COULD PROGRESS BETTER IF YOU SPOKE BETTER ENGLISH?
- DO YOU STRUGGLE WHEN YOU FILL OUT FORMS IN ENGLISH?
- ARE YOU STRUGGLING WITH YOUR ACCENT AND PRONOUNCIATION?
- DO YOU FIND IT DIFFICULT TO FOLLOW ENGLISH MOVIES, SONGS, SPEECHES, DOCUMENTARIES?

IF YOUR ANSWER TO THESE QUESTIONS IS IN THE CONTRARY TO EXPECTATIONS, JOIN US FOR AN AMAZING JOURNEY TOWARDS LANGUAGE ENHANCEMENT AND ETIQUETTE SKILLING.

"YOUR TICKET TO THE WORLD IS HERE"

What's the best part about associating with us?

- Learn from world class trainers
- Interactive and Immersive learning experience
- Exceptional sessions on Pronunciation/Diction/Voice Modulation/ Accent Neutralization
- World class Module structured around Cambridge Business English
- Skilling to get you Ready for Work
- Absolute value for time and money

Who can Join?

- Any individual passionate about learning Business English
- Any individual willing to upgrade his/her Language proficiency and Business Etiquette
- Any individual willing to invest in upskilling and taking his/her career to greater heights
- Any individual willing to improve his/her workplace skills

Online Certification Course **Module and Topics**

| SNO | MODULE | TOPICS | HOURS |
|-------------|-----------------------|--|-------|
| 1 | INTRODUCTION | ENGLISH AS A GLOBAL LANGUAGE: Importance/Nuances | 1 |
| 2 | PROFESSIONAL SKILLS | E-mail writing/Report Writing/Image Management/ Professional Etiquette/ Customer Orientation/Project Presentation/Business or Workplace English/Language Practice/Compiling & Analysing Information/Data Interpretation (Charts/Diagrams/Graphs/Pie Charts/Business Content Management)/ Business Language Protocols | 6 |
| 3 | ORGANIZATIONAL SKILLS | Leadership/Crisis Management/Team Work/Planning/Time & Stress Management | 4 |
| 4 | SOCIAL SKILLS | Appropriate & Contextual Use of Language/Interpersonal Skills/ Public Speaking/Understanding Media/Language Practice | 3 |
| 5 | PERSONAL SKILLS | Self-Analysis & SWOT/Values & Ethics/Confidence Building/ Goal Setting/Language Practice | 3 |
| 6 | JOB ORIENTED SKILLS | Interview Tips & Techniques/Group Discussion/Job Orientation/Understanding Job Expectations and Corporate Needs/CV Preparation/Language Practice | 4 |
| 7 | VERBAL APTITUDE | Language Comprehension/Vocabulary/Corporate Jargons/ Grammar/Homophones & Homonyms/Analogy/Para jumbles/Cloze Passages/English as a Life skill/Pronunciation and Diction/Voice Modulation and developing a Neutral Accent/Language Practice/The Art of RWLS (Reading, Writing, Listening and Speaking) | 7 |
| 8 | MOCK SESSIONS | On all Topics above Methodology: Mock Tests/Interactive Sessions/Audio-Visual Aid | 2 |
| TOTAL HOURS | | | 30 |

Total Marks: - 100

Total Days - 2

1st day

Reading -Writing- Listening exam -1hour 25 minutes

Marks -75

2nd day

Speaking exam - 15 minutes

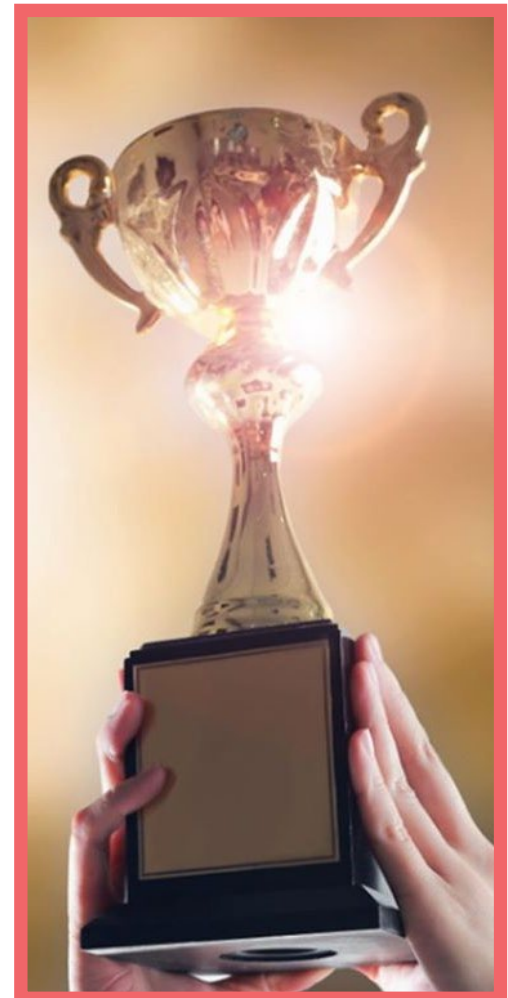
Marks -25

Why Certification in Business English from UOT

Training and Certification in Business English from UOT is your key to a whole new world of Study, Work or Travel Opportunities. This world class international English language training and module is developed by Cambridge Language Assessment (a not-for-profit department of the University of Cambridge) and delivered by well trained trainers from the Cambridge Assessment English authorised exam centre.

This high-quality international Training and module:

- Is designed specifically to develop **practical English Language skills** for career and study success
- Is extensively researched by one of the **world's largest** dedicated language research teams
- These modules are accepted by more than **20,000**
- **top-of-the-line organisations** worldwide as also including leading Universities, Colleges, Employers and Professional bodies
- Supported by a wide range of resources, including official Cambridge English preparation materials
- **Boost employability:** Enables learners get the English language skills needed to access the best jobs.
- **Helps the learner to excel in** business-related studies with proven English language skills
- **Test all four language skills viz.** Reading/Writing/Listening/ Speaking including grammar and vocabulary with training and assessment
- **Use real work**-related tasks and activities for practical use in the workplace
- Feature a face-to-face speaking test for a more realistic test of communicating successfully at work
- Directly attend the BEC exam (become a part of this global certification program and bringing them to limelight with over 20,000 leading MNCs being affiliated with this program)
- The candidate can attend directly the language tests like IELTS/ TOEFL without additional training.



**“University of Technology Ranked
among Top 25 Universities in India”**

School Of Law

School Of Medicine & Health

School Of Science

School Of Management

School Of Computer Applications

School Of Fine Arts

School Of Engineering & Technology

Department of Pharmacy

School of Education

University Of Technolgy
Vatika, Tehsil Sanganer, Jaipur
P: (0141) 4098900 M: 08385012345
info@uot.edu.in
admissions@uot.edu.in
www.uot.edu.in

Online Application From
<https://bit.ly/U-English>

Social links :

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