



Since 1991

SENGUNTHAR ARTS AND SCIENCE COLLEGE

(Affiliated to Periyar University, Salem and Approved by AICTE, New Delhi)

An ISO 9001:2015 Certified Institution Recognised under section 2(f) and 12(B) of the UGC Act 1956 and Accredited by NAAC with A⁺

TIRUCHENGODE – 637 205, NAMAKKAL DT., TAMILNADU



DEPARTMENT OF ENGLISH

PROGRAMME :VALUE ADDED COURSE

ACADEMIC YEAR : 2023-2024



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TIRUCHENGODE – 637 205, NAMAKKAL DT., TAMILNADU



From

Mr.M.Kanagarajan

Head & Assistant Professor,

Department of English,

Sengunthar Arts and Science College,

Tiruchengode.

To

The Principal

Sengunthar Arts and Science College,

Tiruchengode.

Respected Sir

Sub: Requisition for conducting Value Added Course for students – Reg.

This is bringing to your kind notice that we have planned to conduct Value Added Course on “E-MAIL ETIQUETTE” for II, III B.A & II M.A English and I, II- B.A TAMIL from 22.01.2024 to 05.03.2024. This course is very useful for students to get additional information about the courses, experience and knowledge. So kindly grant the permission for the same above.

Thank you

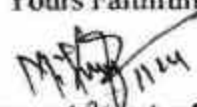
Co-ordinator:

E-Mail Etiquette – T.Krishnamoorthy

Place: Tiruchengode

Date: 02.01.2024

Yours Faithfully


Department of English
Sengunthar Arts and Science College
Tiruchengode

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DEPARTMENT OF ENGLISH

CIRCULAR


It is hereby informed that Department of English is going to conduct the value added course on
"E-MAIL ETIQUETTE" for II & III B.A & II M.A ENGLISH and I, II- B.A TAMIL. Hence students
of English have to enrol their name to the course coordinator on or before (12.01.2024).

II & III B.A & II M. A. ENGLISH and I, II- B.A TAMIL – E-Mail Etiquette


Principal


Department of English
Sengunthar Arts and Science College
Tiruchengode

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SENGUNTHAR ARTS AND SCIENCE COLLEGE
TIRUCHENGODE - 637 205.

Copy to

1. Principal
2. Office
3. IQAC
4. Department of English

About The College

Sengunthar Arts & Science College, popularly known as SASC, was founded in 1991 by Sengunthar Education Trust. It is a pioneer, Self-financing, Co-educational Institution, situated in serene green atmosphere at Tiruchengode. It was formerly affiliated to the University of Madras and now to the Periyar University, Salem. With its fine infrastructure and ability in maintaining high academic standards, the institution has the unique honor of being acclaimed as one of the outstanding educational institutions under the Periyar University. We also have research programmes notably, Ph.D. Programmes in microbiology and M.Phil. programmes in various departments. The college offers 8 PG programmes and 13 UG programmes of various disciplines such as Mathematics, Commerce (C.A.), Life Science, Computer science & Applications. The college has been accredited by the National Assessment and Accreditation Council (NAAC), Bangalore and recognized by UGC u/s 2(f) and 12(B), and also ISO-9001-2015 certification.

About The Department

The Department of English sprouted its roots in the year 2010. The central objective of this programme is to enrich our students with communication and reading skills in English. English department is a guide to those who want to explore the world of literature. The Department plays an active role in the co-curricular activities of the college. Every year, English department plays a leading role in intercollegiate fests, department fests, tours, webinars and seminars. The department aims to prepare every student professionally fit for placement programmes in every academic year. We provide various orientation programmes and bridge courses to familiarize our students with the course and the curriculum.

AGENDA

Day 1-10

- ✓ E-Mail Etiquette
- ✓ Elements of E-mail Etiquette

Day 11-20

- ✓ Writing effective email openings and closings

- ✓ Advanced email etiquette tips and best practices

Day 21-30

- ✓ Managing email attachments and file sharing
- ✓ E-Mail Etiquette dos and don'ts
- ✓ Business E-mail Etiquette

Principal: Dr. S.Ravikumar

Head of the Department:

Dr.M. Kanagarajan

Course Coordinator:

E-Mail Etiquette -Mr.T.Krishnamoorthy

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TIRUCHENGODE - 637 205,
Namakkal dt., Tamilnadu
Contact us: 04288 - 283575, 284344
Website: www.senguntharts.co.in

VALUE ADDED COURSE

E-MAIL ETIQUETTE

FROM 22.01.2024

To 05.03.2024

Venue: Class room

ALL ARE WELCOME

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TIRUCHENGODE - 637 205, NAMAKKAL DT., TAMILNADU



Department of English

Students Name List 2023-2024

Class: II, III - B.A. English & II- M.A ENGLISH

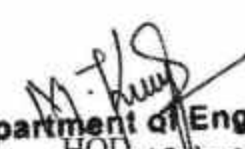
Title of the course: E-Mail Etiquette

S.NO	ROLL NUMBER	NAME OF THE STUDENT
01	21B2601	G.Aarthi
02	21B2602	R.Gowshika
03	21B2603	T.Induja
04	21B2604	M.Poojashree
05	21B2605	S.Sandhiya
06	22UEN2602	G.Praveen
07	22UEN2603	M. Vasantha kumar
08	22UEN2604	E.Meena
09	22UEN2605	S.Monisha
10	22UEN2606	M.Sangeetha
11	22PEN3201	N.S.Saravanan

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Sengunthar Arts and Science College
Tiruchengode



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DEPARTMENT OF TAMIL

Students Name List 2023-2024

Class: I, II - B.A. TAMIL

Title of the course: E-Mail Etiquette

S.NO	ROLL NUMBER	NAME OF THE STUDENT
01	23UTA3301	B.Barthasarathi
02	23UTA3303	R.Ganeshprabu
03	23UTA3304	N.Kavin
04	23UTA3305	S.Manojkumar
05	23UTA3306	M.Mohan
06	23UTA3307	G.Omkareshwaran
07	23UTA3308	A.Sanjay
08	23UTA3310	A.Monika Selles
09	22UTA3301	T. Kathirvel
10	22UTA3302	R. Abaranasri
11	22UTA3303	G.Abirami
12	22UTA3304	N. Jothipriya
13	22UTA3305	M. Ranisamyuktha
14	22UTA3306	T. Saranya

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VALUE ADDED COURSE ATTENDANCE LIST (2023-2024)

II, III - B.A.ENGLISH & II-M.A.ENGLISH

COURSE NAME: E-MAIL ETIQUETTE

Course Co-Ordinator: Mr.T.Krishnamoorthy

Date: 22/1/24 to 5/3/24

Time: 4.00 pm-5.00pm

Roll No	Students Name	22/01/24	23/01/24	24/01/24	29/01/24	30/01/24	31/01/24	01/02/24	02/02/24	05/02/24	06/02/24	07/02/24	08/02/24	09/02/24	12/02/24	13/02/24	14/02/24	15/02/24	16/02/24	19/02/24	20/02/24	21/02/24	22/02/24	23/02/24	26/02/24	27/02/24	28/02/24	29/02/24	01/03/24	04/03/24	05/03/24	students sign	
21B2601	G.Aarthi	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	G.Aarthi
21B2602	R.Gowshika	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	R.Gowshika
21B2603	T.Induja	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	T.Induja
21B2604	M.Poojashree	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	M.Poojashree
21B2605	S.Sandhya	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	S.Sandhya
22UEN2602	G.Praveen	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	G.Praveen
22UEN2603	M.Vasantha kumar	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	M.Vasantha kumar
22UEN2604	E.Meena	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	E.Meena
22UEN2605	S.Monisha	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	S.Monisha
22UEN2606	M.Sangeetha	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	M.Sangeetha
22PEN3201	N.S.Saravanan	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	N.S.Saravanan

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Department of English
Sengunthar Arts and Science College
Tirucher-goda

VALUE ADDED COURSE ATTENDANCE LIST (2023-2024)

I, II - B.A. TAMIL

Time: 4.00 pm-5.00pm

Date: 22/1/24 to 5/3/24

Course Co-Ordinator: Mr. T. Krishnamoorthy

COURSE NAME: E-MAIL ETIQUETTE

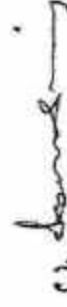
Roll No	Students Name	22/01/24	23/01/24	24/01/24	29/01/24	30/01/24	31/01/24	01/02/24	02/02/24	05/02/24	06/02/24	07/02/24	08/02/24	09/02/24	12/02/24	13/02/24	14/02/24	15/02/24	16/02/24	19/02/24	20/02/24	21/02/24	22/02/24	23/02/24	26/02/24	27/02/24	28/02/24	29/02/24	01/03/24	04/03/24	05/03/24	students sign
23UTA3301	B. Barthasarithi	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	B. Barthasarithi
23UTA3303	R. Ganesaprabu	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	R. Ganesaprabu
23UTA3304	N. Kavin	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	N. Kavin
23UTA3305	S. Manojkumar	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	S. Manojkumar
23UTA3306	M. Mohan	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	M. Mohan
23UTA3307	G. Omkareshwaran	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	G. Omkareshwaran
23UTA3308	A. Sanjay	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	A. Sanjay
23UTA3310	A. Monika Solles	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	A. Monika Solles
22UTA3301	T. Kathirvel	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	T. Kathirvel
22UTA3302	R. Abaranasri	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	R. Abaranasri
22UTA3303	G. Abirami	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	G. Abirami
22UTA3304	N. Jothipriya	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	N. Jothipriya
22UTA3305	M. Ranisamyuktha	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	M. Ranisamyuktha
22UTA3306	T. Saranya	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	T. Saranya

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Department of English

Value Added Course 2023 - 2024

E-MAIL ETIQUETTE

SYLLABUS

Unit I

(7hrs)

- What is E-mail Etiquette?
- Importance of E-mail Etiquette

Unit II

(6hrs)

- Elements of E-mail Etiquette
- Business E-mail Etiquette

Unit III

(6hrs)

- Writing effective email openings and closings
- Different types of Etiquette

Unit IV

(6hrs)

- Creating and managing email groups and lists
- Advanced email etiquette tips and best practices

Unit V

(5hrs)

- Managing email attachments and file sharing
- Basic email etiquette dos and don'ts

REFERENCE

- "Email Etiquette: Do's, Don'ts and Disaster Tales" by Samantha Hosenkamp
- "The Essentials of Business Etiquette" by Barbara Pachter
- "Email: A Write It Well Guide" by Wendy S. Swore

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[Signature]
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DEPARTMENT OF ENGLISH

Value Added Course 2023 - 2024

E-MAIL ETIQUETTE

Question Paper

TIME: 2 HOURS

MARK: 50

ANSWER ALL

50X1=50

- What should be included in a professional email signature?
A) A joke B) A logo C) Contact information D) A quote
- How often should you check your email?
A) Only once a week B) Several times a day C) Only once a month D) Never
- What is the purpose of the subject line in an email?
A) To include the recipient's name B) To provide a brief summary of the email content
C) To add visual appeal D) To include a joke
- How should you address someone in a formal email?
A) By their first name B) By their last name
C) By their title and last name D) By their nickname
- What should you do before sending an email?
A) Proofread it for errors B) Delete it C) Forward it to someone else D) Ignore it
- How should you respond to an email that requires immediate attention?
A) Reply immediately B) Reply during work hours
C) Delegate the task to someone else D) Ignore the email
- What is the purpose of the CC field in an email?
A) To include recipients who need to take action B) To include recipients who need to be informed
C) To include recipients who need to be copied on the email
D) To include recipients who are not essential to the conversation
- How should you format the body of a formal email?
A) Use a font size of 10 points B) Use a font size of 12 points
C) Use bold and italic text D) Use a standard font and font size

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9. What should you do if you receive an email with an attachment you weren't expecting?
- A) Open it immediately B) Delete it without opening
C) Contact the sender to verify the attachment D) Forward it to someone else
10. What should you include in a professional email?
- A) Jokes B) Personal opinions C) Clear and concise information D) Unnecessary attachments
11. How should you address someone in an informal email?
- A) By their first name B) By their last name C) By their title and last name D) By their nickname
12. What is the purpose of the subject line in an email?
- A) To include the recipient's name B) To provide a brief summary of the email content
C) To add visual appeal D) To include a joke
13. How should you respond to an email that requires a simple answer?
- A) Reply with a detailed response B) Reply with a simple answer
C) Delegate the task to someone else D) Ignore the email
14. What should you do before sending an email?
- A) Proofread it for errors B) Delete it C) Forward it to someone else D) Ignore it
15. How should you format the body of an informal email?
- A) Use a font size of 10 points B) Use a font size of 12 points
C) Use bold and italic text D) Use a standard font and font size
16. How should you handle an email that contains a complaint?
- A) Reply immediately and defensively B) Take time to consider the feedback and reply thoughtfully
C) Ignore the email and hope it goes away D) Forward the email to someone else
17. What is the purpose of the CC field in an email?
- A) To include recipients who need to take action B) To include recipients who need to be informed
C) To include recipients who need to be copied on the email
D) To include recipients who are not essential to the conversation
18. How should you handle an email that contains a request for a meeting?
- A) Reply immediately and accept the request B) Take time to consider the request and reply thoughtfully
C) Ignore the email and hope it goes away D) Forward the email to someone else
19. What is the primary purpose of a clear subject line in an email?
- A) To grab the reader's attention B) To provide a brief summary of the email content
C) To include the recipient's name D) To add visual appeal
20. Which of the following is an example of a professional email greeting?
- A) Hey! B) Hi there! C) Dear [Recipient's Name] D) What's up?

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21. What should you include in the body of a formal email?
A) Jokes and humor B) Personal opinions and biases
C) Clear and concise information D) Unnecessary attachments
22. How should you address someone in an email if you're not sure of their title?
A) Use their first name B) Use their last name
C) Use a generic title (e.g. "Dear Sir/Madam") D) Avoid addressing them by name
23. What is the purpose of a signature block in an email?
A) To add visual appeal B) To provide contact information
C) To include a personal message D) To add a joke
24. Which of the following is an example of a professional email closing?
A) Cheers! B) Talk to you soon! C) Best regards D) Later!
25. How often should you check your email?
A) Constantly throughout the day B) Only once a day C) Several times a day D) Never
26. What should you do if you receive an email with an attachment you weren't expecting?
A) Open it immediately B) Delete it without opening
C) Contact the sender to verify the attachment D) Forward it to someone else
27. Which of the following is an example of a clear and concise subject line?
A) "Hello!" B) "Important Information" C) "Meeting on Friday at 2 PM" D) "Check this out!"
28. What should you include in the CC field of an email?
A) Recipients who need to take action B) Recipients who need to be informed
C) Recipients who need to be copied on the email D) Recipients who are not essential to the conversation
29. How should you format the body of a formal email?
A) Use a font size of 10 points B) Use a font size of 12 points
C) Use bold and italic text D) Use a standard font and font size
30. Which of the following is an example of a professional email format?
A) Using a casual tone and slang B) Using a formal tone and proper grammar
C) Using a humorous tone and jokes D) Using a sarcastic tone and irony
31. What should you do if you need to send a large file via email?
A) Attach the file to the email B) Use a file-sharing service
C) Send the file via snail mail D) Use a USB drive
32. Which of the following is an example of a clear and concise email message?
A) A long and rambling message B) A brief and to-the-point message
C) A message with multiple topics D) A message with unnecessary attachments

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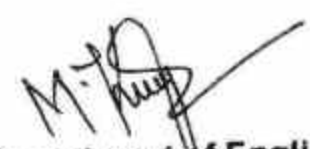

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33. How should you proofread an email before sending it?
- A) Quickly scan the email for errors
 - B) Carefully read the email for errors
 - C) Have someone else proofread the email
 - D) Use a spell-checker
34. What should you include in the BCC field of an email?
- A) Recipients who need to take action
 - B) Recipients who need to be informed
 - C) Recipients who need to be copied on the email
 - D) Recipients who should remain anonymous
35. How should you respond to an email that requires immediate attention?
- A) Reply immediately, even if it's outside work hours
 - B) Reply during work hours, even if it's not immediate
 - C) Delegate the task to someone else
 - D) Ignore the email
36. What should you do if you receive an email with a virus or malware attachment?
- A) Open the attachment to investigate
 - B) Delete the email immediately
 - C) Forward the email to someone else
 - D) Reply to the email to ask questions
37. How should you handle an email that contains confidential or sensitive information?
- A) Forward the email to someone else
 - B) Reply to the email with confidential information
 - C) Delete the email immediately
 - D) Keep the email confidential and do not share
38. What should you do if you send an email to the wrong person?
- A) Try to recall the email
 - B) Send a follow-up email to correct the mistake
 - C) Ignore the mistake and hope it doesn't cause problems
 - D) Call the recipient to apologize
39. How should you format your email signature?
- A) Include your name, title, and contact information
 - B) Include a funny quote or joke
 - C) Include a logo or image
 - D) Keep it blank
40. What should you do if you receive an email that is unclear or confusing?
- A) Reply to the email asking for clarification
 - B) Ignore the email and hope it goes away
 - C) Forward the email to someone else
 - D) Call the sender to ask questions
41. How should you handle an email that contains a complaint or negative feedback?
- A) Reply to the email immediately and defensively
 - B) Take time to consider the feedback and reply thoughtfully
 - C) Ignore the email and hope it goes away
 - D) Forward the email to someone else
42. What should you do if you need to send an email to a large group of people?
- A) Use the CC field to send the email to everyone
 - B) Use the BCC field to send the email to everyone
 - C) Use a mailing list or email marketing software
 - D) Send individual emails to each person
43. What should you do if you receive an email that contains a joke or humorous content?
- A) Reply to the email with a joke or humorous response
 - B) Ignore the email and do not respond
 - C) Forward the email to someone else
 - D) Report the email as spam

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44. What should you do if you receive an email with an attachment you weren't expecting?
A) Open it immediately B) Delete it without opening
C) Contact the sender to verify the attachment D) Forward it to someone else
45. How should you handle an email that contains confidential information?
A) Forward it to someone else B) Reply to the email with confidential information
C) Delete the email immediately D) Keep the email confidential and do not share
46. What should you include in a professional email greeting?
A) A joke B) A personal message C) A formal greeting D) A logo
47. How should you handle an email that requires immediate attention?
A) Reply immediately B) Reply during work hours
C) Delegate the task to someone else D) Ignore the email
48. What is the purpose of proofreading an email?
A) To add visual appeal B) To include a joke C) To check for errors D) To include a logo
49. What should you avoid using in a professional email?
A) Emoticons B) Abbreviations C) Bullet points D) Headings
50. How should you handle an email that you're not sure is legitimate?
A) Reply to the email to ask questions B) Delete the email immediately
C) Forward the email to someone else D) Click on any links or download attachments


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DEPARTMENT OF ENGLISH

Value Added Course 2023 - 2024

E-MAIL ETIQUETTE

ANSWER KEY

TIME: 2 Hours

MARK: 50

Q.N	ANSWER KEY
1	C
2	B
3	B
4	C
5	A
6	B
7	B
8	D
9	C
10	C
11	A
12	B
13	B
14	A
15	D
16	C
17	B
18	B
19	B
20	B
21	C
22	C
23	C
24	B
25	C

Q.N	ANSWER KEY
26	C
27	C
28	B
29	D
30	B
31	B
32	B
33	B
34	D
35	B
36	B
37	D
38	A
39	A
40	A
41	B
42	C
43	B
44	B
45	C
46	A
47	B
48	C
49	A
50	B

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Department of English

Students Name List 2023-2024

Class: II, III - B.A. English & II- M.A ENGLISH

Title of the course: E-Mail Etiquette

Test marks

S.No	Roll Number	Name Of The Student	Test marks	Remark
01	21B2601	G.Aarthi	36	PASS
02	21B2602	R.Gowshika	42	PASS
03	21B2603	T.Induja	38	PASS
04	21B2604	M.Poojashree	43	PASS
05	21B2605	S.Sandhiya	33	PASS
06	22UEN2602	G.Praveen	40	PASS
07	22UEN2603	M. Vasantha kumar	42	PASS
08	22UEN2604	E.Meena	39	PASS
09	22UEN2605	S.Monisha	40	PASS
10	22UEN2606	M.Sangeetha	38	PASS
11	22PEN3201	N.S.Saravanan	41	PASS

T. Vengay
Course Co-Ordinator

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[Signature]
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Department of English
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DEPARTMENT OF TAMIL

Students Name List 2023-2024

Class: I, II - B.A. TAMIL

Title of the course: E-Mail Etiquette

Test marks

S.No	Roll Number	Name Of The Student	Test marks	Remark
01	23UTA3301	B.Barthasarathi	32	PASS
02	23UTA3303	R.Ganeshprabu	35	PASS
03	23UTA3304	N.Kavin	36	PASS
04	23UTA3305	S.Manojkumar	33	PASS
05	23UTA3306	M.Mohan	32	PASS
06	23UTA3307	G.Omkareshwaran	31	PASS
07	23UTA3308	A.Sanjay	33	PASS
08	23UTA3310	A.Monika Selles	31	PASS
09	22UTA3301	T. Kathirvel	34	PASS
10	22UTA3302	R. Abaranasri	36	PASS
11	22UTA3303	G.Abirami	32	PASS
12	22UTA3304	N. Jothipriya	41	PASS
13	22UTA3305	M. Ranisamyuktha	39	PASS
14	22UTA3306	T. Saranya	35	PASS

T. Deey
Course Co-Ordinator

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DEPARTMENT OF ENGLISH VALUE ADDED COURSE 2023 - 2024 E-MAIL ETIQUETTE

SUMMARY REPORT

Department of English conducted a value added course Introduction to Phonetics for II,III B.A. & II M.A.English and II,I- B.A TAMIL students (2023-2024). Totally 25 students were actively participated in this course and duration of course is 30 hrs (22.01.2024-05.03.2024). The aim is to develop knowledge and awareness of **E-Mail Etiquette**. Email etiquette refers to the set of rules and guidelines that govern the way we communicate via email. It encompasses the principles of politeness, respect, and clarity in email communication. Email etiquette is essential in today's digital age, where communication is largely done via email.



Professor Mr.T.Krishnamoorthy explains to students about E-Mail Etiquette.

T. Dey
COURSE CO-ORDINATOR

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VALUE ADDED COURSE (2023-24)

FEEDBACK FORM

CONSOLIDATED REPORT

E-Mail Etiquette

II, III B.A & II M.A. English & I, II- B.A TAMIL

S.No	Particulars	Excellent	Very good	Good	Average	Fair
1	Course content	11	08	06		
2	Skill development	16	04	05		
3	Regularity and punctuality of teacher	15	08	02		
4	Coverage of syllabus	18	05	02		
5	Interaction	20	03	02		
6	Individual attention	19	04	02		
7	Motivation	21	03	01		

T. P. S. Sengunthar
COURSE COORDINATOR

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M. P. Sengunthar
Department of English
Sengunthar Arts and Science College
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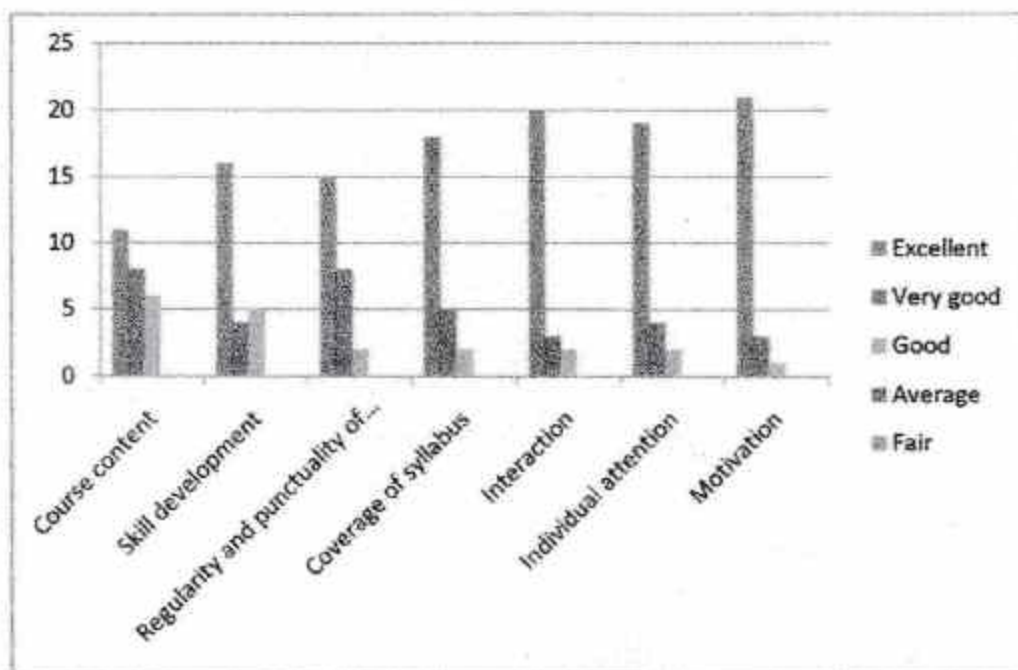


DEPARTMENT OF ENGLISH

VALUE ADDED COURSE (2023-24)

E-Mail Etiquette

II, III B.A & II M.A. English & I, II- B.A TAMIL



T. Parvathy
COURSE COORDINATOR

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Department of English Value Added Course 2023 - 2024 E-MAIL ETIQUETTE ANSWER SHEET

Name: T. KATHIRVEL

Roll no: 220TA3301

Class: III - B.A. Tamil

Answer All Questions (Tick Appropriate Options)

TIME: 1.1/2 HOURS

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2	A	<input checked="" type="checkbox"/>	C	D
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20	A	<input checked="" type="checkbox"/>	B	C

21	A	B	<input checked="" type="checkbox"/>	D
22	A	B	<input checked="" type="checkbox"/>	C
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49	A	B	<input checked="" type="checkbox"/>	C
50	A	<input checked="" type="checkbox"/>	B	C

34
50

V. Sankaranarayanan
HOD

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IQAC CO-ORDINATOR



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Department of English Value Added Course 2023 - 2024 E-MAIL ETIQUETTE ANSWER SHEET

Name: N.S. Saravanan

Roll no: 22PEN3201

Class: II - MA English

Answer All Questions (Tick Appropriate Options)

TIME: 1.1/2 HOURS

1	A	B	C	D
2	A	B	C	D
3	A	B	C	D
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44	A	B	C	D
45	A	B	C	D
46	A	B	C	D
47	A	B	C	D
48	A	B	C	D
49	A	B	C	D
50	A	B	C	D

41/50

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VALUE ADDED COURSE 2023-2024

CERTIFICATE OF PARTICIPATION

This is to certify that Mr/ Miss/ Mfs..N.:S.SARAVANAN bearing

R.no...22.PEN3201..... has completed the value added course on

the Title E-Mail..... conducted by The

Department of ENANTH.S.H..... from 22/01/2024 to 05/03/2024

and Scored..... Marks

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IQAC COORDINATOR

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VALUE ADDED COURSE 2023-2024

CERTIFICATE OF PARTICIPATION

This is to certify that Mr/ Miss/ Mrs.....S.MANISHA.....bearing

R.no....22VEN2605..... has completed the value added course on

the TitleE-Mail...Etiquette.....conducted by The

Department ofENGLISH.....from 22/01/2024 to 05/03/2024

and Scored.....40.....Marks

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TIRUCHENGODE

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2024



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CERTIFICATE OF PARTICIPATION

This is to certify that Mr/ Miss/ Mrs.....T.INDUJA.....bearing

R.no.....21B2603.....

has completed the value added course on

the Title

.....E-Mail.....Etiquette.....

conducted by The

Department ofENGLISH.....from 22/01/2024 to 05/03/2024

and Scored.....38.....Marks


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R.no...22VTA3304..... has completed the value added course on

the TitleE-Mail Etiquette.....conducted by The

Department ofENGLISH.....from 22/01/2024 to 05/03/2024

and Scored.....41.....Marks

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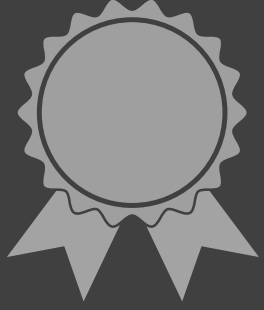
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TIRUCHENGODE - 637 205.

[Signature]
Principal

[Signature]
HOD

IQAC COORDINATOR



DIGITAL PRODUCTIVITY

DIGITAL PAYMENTS

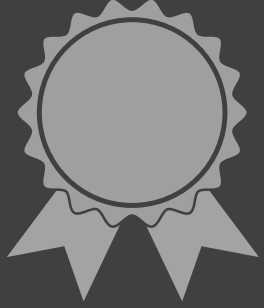


This is to certify that

VASANTHAKUMAR M

has successfully completed the **Digital Productivity training on Digital Payments** offered by Naan Mudhalvan in partnership with Microsoft and conducted by Infispark Foundation on November 02, 2023.





DIGITAL PRODUCTIVITY

EMERGING TECHNOLOGIES

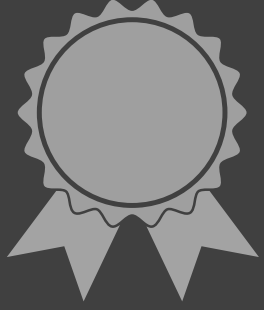


This is to certify that

PRAVEEN G

has successfully completed the **Digital Productivity training on Emerging Technologies**
offered by Naan Mudhalvan in partnership with Microsoft and conducted by Infispark
Foundation on November 01, 2023.





EMPLOYABILITY SKILLS

LEARNING & CERTIFICATION



This is to certify that

SANGEETHA M

has successfully completed the **Employability Skills training on Learning & Certification**
offered by Naan Mudhalvan in partnership with Microsoft and conducted by Infispark
Foundation on November 11, 2023.





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TAMILNADU SKILL DEVELOPMENT CORPORATION
NAAN MUDHALVAN SCHEME**



CERTIFICATE OF ACHIEVEMENT

This certificate has been awarded to

Mr/Miss **DHANASEKAR R** Reg No **per127C22UG127CSC005**

Currently pursuing Arts & Science Degree from
SENGUNTHAR ARTS & SCIENCE COLLEGE, TIRUCHENGODE.

For the successful completion of **Fundamentals of Coding & Cloud**

sponsored by Naan Mudhalvan Program,

Tamilnadu Skill Development Corporation and conducted by SmartBridgeCSR.

During the course, the learner demonstrated initiative and commitment to advance in their career.

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TIRUCHENGODE - 627 215.**

TRAINING PARTNER

**MANAGING DIRECTOR
TAMIL NADU SKILL DEVELOPMENT
CORPORATION**



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TAMILNADU SKILL DEVELOPMENT CORPORATION
NAAN MUDHALVAN SCHEME**

CERTIFICATE OF ACHIEVEMENT



This certificate has been awarded to

Mr/Miss **NIHIL D**

Reg No **per127C22UG127CSC028**

Currently pursuing Arts & Science Degree from
SENGUNTHAR ARTS & SCIENCE COLLEGE, TIRUCHENGODE.

For the successful completion of **Fundamentals of Coding & Cloud**

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During the course, the learner demonstrated initiative and commitment to advance in their career.

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TIRUCHENGODE - 637 245.**

TRAINING PARTNER

**MANAGING DIRECTOR
TAMIL NADU SKILL DEVELOPMENT
CORPORATION**



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TAMILNADU SKILL DEVELOPMENT CORPORATION
NAAN MUDHALVAN SCHEME**

CERTIFICATE OF ACHIEVEMENT



This certificate has been awarded to

Mr/Miss **DHARANIDHARAN S** Reg No **per127C22UG127CSC006**

Currently pursuing Arts & Science Degree from
SENGUNTHAR ARTS & SCIENCE COLLEGE, TIRUCHENGODE.

For the successful completion of **Fundamentals of Coding & Cloud**

sponsored by Naan Mudhalvan Program,

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During the course, the learner demonstrated initiative and commitment to advance in their career.

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TRAINING PARTNER

**MANAGING DIRECTOR
TAMIL NADU SKILL DEVELOPMENT
CORPORATION**



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TAMILNADU SKILL DEVELOPMENT CORPORATION
NAAN MUDHALVAN SCHEME**



CERTIFICATE OF ACHIEVEMENT

This certificate has been awarded to

Mr/Miss KISHORE S Reg No per127C22UG127CSC016

Currently pursuing Arts & Science Degree from
SENGUNTHAR ARTS & SCIENCE COLLEGE, TIRUCHENGODE.

For the successful completion of **Oracle Cloud Architecture**
sponsored by Naan Mudhalvan Program,
Tamilnadu Skill Development Corporation and conducted by Oracle.
During the course, the learner demonstrated initiative and commitment to advance in their career.

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TRAINING PARTNER

**MANAGING DIRECTOR
TAMIL NADU SKILL DEVELOPMENT
CORPORATION**



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TAMILNADU SKILL DEVELOPMENT CORPORATION
NAAN MUDHALVAN SCHEME**

CERTIFICATE OF ACHIEVEMENT



This certificate has been awarded to

Mr/Miss GOWTHAAMAN S.V Reg No per127C22UG127CSC008

Currently pursuing Arts & Science Degree from
SENGUNTHAR ARTS & SCIENCE COLLEGE, TIRUCHENGODE.

For the successful completion of **Fundamentals of Coding & Cloud**

sponsored by Naan Mudhalvan Program,

Tamilnadu Skill Development Corporation and conducted by SmartBridgeCSR.

During the course, the learner demonstrated initiative and commitment to advance in their career.

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TIRUCHENGODE - 627 215.**

TRAINING PARTNER

**MANAGING DIRECTOR
TAMIL NADU SKILL DEVELOPMENT
CORPORATION**



NME2324APER24173545710



**GOVERNMENT OF TAMILNADU
TAMILNADU SKILL DEVELOPMENT CORPORATION
NAAN MUDHALVAN SCHEME**



CERTIFICATE OF ACHIEVEMENT

This certificate has been awarded to

Mr/Miss **DHANASEKAR R** Reg No **per127C22UG127CSC005**

Currently pursuing Arts & Science Degree from
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For the successful completion of **Oracle Cloud Architecture**
sponsored by Naan Mudhalvan Program,
Tamilnadu Skill Development Corporation and conducted by Oracle.
During the course, the learner demonstrated initiative and commitment to advance in their career.

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PRINCIPAL

TRAINING PARTNER

**MANAGING DIRECTOR
TAMIL NADU SKILL DEVELOPMENT
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During the course, the learner demonstrated initiative and commitment to advance in their career.

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For the successful completion of **Oracle Cloud Architecture**
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