



P. N. DAS COLLEGE

Santinagar, Palta, P.O.: Bengal Enamel, North 24 Parganas, Pin - 743122 (W.B.)
Phone : (033) 2592 1327, Fax : (033) 2592 1327, e-mail : pndc.principal11@gmail.com
Website : www.pndascollege.in

NAAC ACCREDITED - 2016

Ref:

Date

NOTICE

It is to inform all concerned that classes of ADD-ON course on “ Karyalayi Hindi (Office Hindi)” will be organised jointly by the department of Hindi on and from 01.08.2023 as per the time table attached herewith. At the end of the course there will be an assessment to evaluate and assess the learning level/course outcome of the students and every successful candidate shall be provided certificate after that. Class Routine, Syllabus and other details are attached herewith. Classes shall be taken as per the modules mentioned against each course.

Name of the Course Co-ordinator ;

1. Prof Ajoy Choudhary, Mob No-8981031969

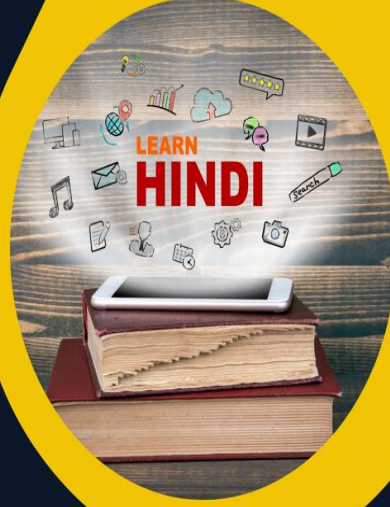

Principal
P.N. Das College
Palta, Bengal Enamel, N. 24 Pgs

FREE
COURSE

Starting from 1st August 2023

ADD ON course on
KARYALAYI HINDI
(OFFICIAL HINDI)

"Accelerate Your
Online Presence"



organised by

DEPARTMENT OF HINDI

P.N. DAS COLLEGE



P.N. DAS COLLEGE

DURATION: 30HOURS

SYLLABUS

REGISTRATION



ajaychoudharyakc81@gmail.com



8981031969

Syllabus

Karyalayi Hindi (Office Hindi)

Course Objective & Overview

Karyalayi Hindi, also known as Office Hindi, is a specialized course designed to enhance learners' proficiency in Hindi language skills specifically applicable in office or professional settings. The course aims to develop effective communication skills, writing abilities, and understanding of office-related terminologies and conventions. It helps to interact a group of the people to an individual for working and planning in Hindi-speaking office environments, government offices, corporate settings, or administrative roles.

Course Duration: 30 hours

Course Outline:

1. Introduction to Karyalayi Hindi:
 - Importance of Hindi in the office environment
 - Key differences between colloquial and formal Hindi
2. Hindi Grammar for Office Communication:
 - Verb conjugation and tenses used in office communication.
 - Noun forms and their usage in official documents
 - Pronouns and their appropriate usage
 - Sentence structure and formation of questions
 - Use of prepositions and conjunctions in professional communication
3. Vocabulary Building:
 - Office-related terminologies and expressions
 - Business correspondence vocabulary
 - Commonly used phrases in official interactions
 - Understanding idioms and proverbs in a professional context
4. Office Communication Skills:
 - Telephonic etiquettes and conversation practice
 - Email writing and formatting in Hindi
 - Drafting official letters, memos, and circulars

- Composing reports, presentations, and minutes of meetings in Hindi
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5. Cultural Aspects of Office Communication:
- Understanding cultural sensitivities in professional settings
 - Appropriate greetings and addressal in the workplace
 - Importance of formalities and politeness in Hindi office communication
6. Professional Hindi Writing:
- Formatting official documents, including letters, notices, and reports
 - Proofreading and editing techniques for error-free writing
 - Developing a consistent writing style for official purposes
7. Computer and Digital Skills:
- Using Hindi keyboards and typing tools
 - Hindi typing practice exercises
 - Creating and formatting Hindi content on digital platforms

Organized by:

DEPARTMENT OF HINDI

P.N.DAS COLLEGE, PALTA

Routine for ADD ON course

2023

Starting from 1st August 2023

	TIME
MONDAY	7:00 P.M. (AC)
THURSDAY	7:00 P.M. (AC)
SUNDAY	7:00 P.M. (AC)