

Self Growth - Final Report

Improve Your English Communication Skills

<https://www.coursera.org/account/accomplishments/specialization/certificate/H8XDSUWLD6J2>

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ECE - 2018149

18 May 2020 to 31 July 2020

Course 1: **Write Professional Emails in English**

Certification :

<https://www.coursera.org/account/accomplishments/verify/VZR49Z4LTPJ2>

Completed Weekly:

- Get to Know Basic Email Writing Structure
- Let's Start Writing
- Introduction and Announcement Emails
- Request and Apology Emails
- Culture Matters

Skills Gain: Professional, Email Writing, Communication, Writing

Name: Write Professional Emails in English

Issuing Organization: Coursera

Issue Date: May 2020

Expiration Date: *This certification does not expire*

Credential ID: VZR49Z4LTPJ2

Credential URL:<https://www.coursera.org/account/accomplishments/certificate/VZR49Z4LTPJ2>

Course 2: Speak English Professionally: In Person, Online & On the Phone

Certification:

<https://www.coursera.org/account/accomplishments/records/47E694THWQ7S>

Completed Weekly:

- Communicate in Person: The Power of Face to Face Connection
- Meet and Talk Online
- Powerful Phone Talk
- Key to a Strong Interview
- Put it all Together: Presentation

Skills Gain: Stress, Communication, Presentation, Public Speaking

Name: Speak English Professionally: In Person, Online & On the Phone

Issuing Organization: Coursera

Issue Date: June 2020

Expiration Date: *This certification does not expire*

Credential ID: 47E694THWQ7S

Credential URL: <https://www.coursera.org/account/accomplishments/certificate/47E694THWQ7S>

Course 3: Build Your Professional ePortfolio in English

Certification:

<https://www.coursera.org/account/accomplishments/records/7FFWFAJJKKEX>

Completed Weekly:

- Start Building Your Brand
- Showcase Your Work
- Complete the Main Parts of Your Resume
- Network with Other Professionals

Name: Build Your Professional ePortfolio in English

Issuing Organization: Coursera

Issue Date: June 2020

Expiration Date: *This certification does not expire*

Credential ID: 7FFWFAJJKKEX

Credential URL: <https://www.coursera.org/account/accomplishments/certificate/7FFWFAJJKKEX>

Course 4: Take Your English Communication Skills to the Next Level

Certification:

<https://www.coursera.org/account/accomplishments/records/2MVUBWXQ2DM4>

Completed Weekly:

- Communication Across Cultures
- Email Excellence
- Presentation - Time to Shine
- Maximize Your English Communication Skills

Skills Gain: Speech, Writing, Presentation, Professional

Name:Take Your English Communication Skills to the Next Level

Issuing Organization:Coursera

Issue Date:July 2020

Expiration Date:*This certification does not expire*

Credential ID:2MVUBWXQ2DM4

Credential URL:<https://www.coursera.org/account/accomplishments/certificate/2MVUBWXQ2DM4>