



St. Mary's College (Autonomous)
Re-accredited with A+ Grade by NAAC (4th Cycle)
Thoothukudi, Tamil Nadu, India
PG and Research Department of English



Offers
A Certificate Course on
English for Professional Competence
for the Academic Year
2021 - 2022



PG and Research Department of English

**Certificate Course on
English for Professional Competence**

Course

Code:

21CAEN511

Aim:

To enhance the learners' understanding of Professional Communication skills.

Objective:

- To heighten the standards of the speaking and the writing skills of the students by focusing on the correct usage of English Grammar.

- To help the students achieve mastery in the art of communication for different situations in day to day life.

Course Module

Unit I

**Words often confused and misused
Oneword substitutes**

Unit II

**Preparation of Agenda, Minutes
Preparing Resume, job application letter**

Unit III

**BlurbWriting
Drafting e-mail**

Unit IV

**Welcome Speech
Vote of thanks**

Unit V

Creative Writing: short story, verse writing

Course

Duration:

30 Hours

2 Hours/week

Certificate Course on Professional Competence has occupied a significant place from over the last few decades. So the candidate pursuing the course can be benefited in these following ways:

Learning Outcomes:

Upon the completion of the course, the students will be able to:

- achieve strong Listening, speaking, reading and writing skills.**
- develop a natural and accurate diction of English pronunciation.**
- improve vocabulary and articulate their ideas and experiences freely.**
 - socialise confidently in English.**
 - provide ample career options in their future.**

Training Methodology:

- Comprehension practice sessions**
 - Role Plays**
 - Reading and Writing Exercises**
- Communicative Language Teaching**
- ICT for Communication Competence**

Take Away of the Course:

- Students get employed in different fields as becoming Spoken English trainers, teachers, editors or executives in public relations.**
- Soft Copy of the materials used in the course will be shared with the students in PDF Format.**
- Work sheets & Personal Evaluation Sheets used in the training are given to the students.**

For Further details Contact Course Co-ordinator

Ms. X. Amala Steffi

Assistant Professor of English

PG and Research Department of English

St. Mary's College (Autonomous)

Thoothukudi, Tamil Nadu

Ph.No: 9944062987

Course Instructor - Ms. R. Iswarya, Edify Solutions, Thoothukudi.

St. Mary's College (Autonomous), Thoothukudi
P.G. & Research Department of English
III B.A. English Literature (2021)
Certificate Course - English for Professional Competence
Course Schedule

Total Duration: 30 Hours
(05.07.2021-20.07.2021)

Timing: 10 a.m. to 11 p.m. (1 Hour)

No. of Hours	Date
1	05-07-2021
2	06-07-2021
3	07-07-2021
4	08-07-2021
5	09-07-2021
6	12-07-2021
7	13-07-2021
8	14-07-2021
9	15-07-2021
10	16-07-2021
11	19-07-2021
12	20-07-2021

(22.07.2021-31.07.2021)

Timing: 10 a.m. to 12 p.m. (2 Hours)

No. of Hours	Date
13, 14	22-07-2021
15, 16	23-07-2021
17, 18	24-07-2021
19, 20	26-07-2021
21, 22	27-07-2021
23, 24	28-07-2021
25, 26	29-07-2021
27, 28	30-07-2021
29, 30	31-07-2021

Staff-in-charge: Ms. X. Amala Steffi
Instructor: Ms. X. Angel

Report of the Certificate Course 2021-2022

English for Professional Competence was offered as Certificate Course by the Department of English in the month of July 2021 to the III year B.A. English Literature students. Ms. Iswarya was the Instructor and the classes were conducted online. The students were made to appear for an online written test at the end of the programme and were issued certificates with Grade levels according to their percentage of attendance. 71 students benefitted out of this programme.

Certificate Course
 III B.A. English Literature
 Grade Sheet
 Course Title : English for Professional Competence
 Year : 2021-2022
 Instructor : Ms. Iswarya

S. No.	Names	Grade
1	S.Abirami	B
2	Anisha.J	B
3	A.Anisha	A
4	A.Antony Jesika	B
5	Antony Steniba.B	A
6	Anusree.D	B
7	Apigsha.A	B
8	M.Apshan	A
9	Arelene.T	B
10	S.Ayesha. Beevi	A
11	R.Barb Maria Absara	B
12	D.Bavani	B
13	Betheal.J	A
14	Bisminisha.N	B
15	L.Blessy	B
16	Cafrin.J	B
17	Crossvina.S	A
18	E.Elfinna	B
19	R. Emima	B
20	Evangeline Deva Kirubai. R	B
21	Granaf Angel.T	B
22	S.Haseena beevi	A
23	Jackline sophia.S	B

24	A.Jasmine riyasan	B
25	Jemima.R	B
26	Jeni Hetsiya. W	A
27	E. Jenifer	A
28	Jenisha persial.C	A
29	Jennifer Sherly.S	B
30	Jerlin. R	B
31	Joice Anna Marie A	B
32	M.Karthika	B
33	S.Kausalya	B
34	Kavitha. J	B
35	Maria amala placiba.j	B
36	R. Maria Infent Reshma	B
37	Mari Priya Dharshini. S	B
38	Mary Rishoni Fernando.A	A
39	R.Mercy Mary	B
40	Miranshiya.B	A
41	A.Muthu Priya	B
42	Noorul Jannath Nisha I	B
43	P.Pavithra	B
44	Placid Rafina.R	A
45	K.Ponmani	B
46	J.Priya dharshini	A
47	J. Ramitha	A
48	Rasmitha.S	A
49	K.Renuka	B
50	Rini Jose.P	A
51	Roselin Ida.P	B

52	Sereena	B
53	M.Shafana	B
54	Sherin Priscilla. S	A
55	R.Sindhu	B
56	Sneha.S	A
57	Snowbiya.I	B
58	Snows Selcia.A	B
59	Steffe Sharon.V	B
60	Steffy.J	B
61	Stephy.P	B
62	Sugitha Jensi.K	B
63	Sunitha.J	B
64	C.Sweena	B
65	M.Swetha Gomcz	A
66	S.Vahini	A
67	A.Vaishnavi	A
68	Vigneshwari.A	A
69	Vishnupriya.M	A
70	Wasima Insha.Y	A
71	Yegovanishi.A	A

ST. MARY'S COLLEGE (AUTONOMOUS), THOOTHUKUDI
(Re-accredited with 'A' Grade by NAAC)



CAREER ORIENTED PROGRAMME

CERTIFICATE

This is to certify that Ms. M. ARSHAN of II B.A. ENGLISH LITERATURE

has actively participated and successfully completed a course on ENGLISH FOR

PROFESSIONAL COMPETENCE conducted for the academic year

20 20 - 20 21 with A Grade .


Instructor

Lucia Rose
Principal
St. Mary's College (Autonomous)
Thoothukudi - 628 001

		5/1/21	6/1/21	7/1/21	8/1/21	9/1/21	10/1/21	11/1/21	12/1/21	13/1/21	14/1/21	15/1/21	16/1/21	17/1/21	18/1/21	19/1/21	20/1/21	21/1/21	22/1/21	23/1/21	24/1/21	25/1/21	26/1/21	27/1/21	28/1/21	29/1/21	30/1/21	31/1/21
ARUNES	SUJITHA J	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
66.	SWEENA C	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
67.	SWATHA GOMEZ M	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
68.	VAHINI S	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
70.	VADHNAVI A	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
71.	VIGNESHAKI B	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
72.	VISHNU PRIYA M	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
73.	WASIMA INSHA Y	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
74.	YERUVA NISHI A	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X

X. Amala Staff
 X. Amala
 Staff-in-charge

A. Anand Lakshmanan
 Dr. A. JUDITH SHEELA DAMAYANTHI
 HEAD & ASSOCIATE PROFESSOR OF ENGLISH
 ST. MARY'S COLLEGE (AUTONOMOUS)
 THOOTHUKUDI