

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 theAcademicYear 2021 - 2022



PG and Research Department of English

Certificate Course on English for Professional Competence

Course	
Code:	

21CAEN511

Alm:

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

Course

Preparation of Agenda, Minutes

Duration:

Preparing Resume, job application letter

30 Hours

2 Hours/week

Unit III
BlurbWriting
Drafting e-mail

Unit IV
Welcome Speech
Vote of thanks

Unit V
Creative Writing: short story, verse writing

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)

(22.07.2021-31.07.2021) Timing: 10 a.m. to 12 p.m. (2 Hours

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

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

Course Title: English for Professional Competence

Year : 2021-2022 Instructor : Ms. Iswarya

No.	Instructor	· Mari
. 140.	Names	: 2021-2022 : Ms. Iswarya
1	S.Abirami	Grade
2	Anisha.J	В
3	A.Anisha	В
4		A
5	A.Antony Jesika	В
6	Antony Steniba.B	A
7	Anusree.D	В
	Apigsha.A	В
8	M.Apshan	A
9	Arelene.T	В
10	S.Ayesha. Beevi	A
11	R.Barb Maria Absara	В
12	D.Bavani	В
13	Betheal.J	A
14	Bisminisha.N	В
15	L.Blessy	В
16	Cafrin.J	В
17	Crossvina.S	A
18	E.Elfinna	В
19	R. Emima	В
20	Evangeline Deva Kirubai. R	В
21	Granaf Angel.T	В
	S.Haseena beevi	Λ
22	Jackline sophia.S	В

24	A.Jasmine riyasan	В
25	Jemima.R	В
26	Jeni Hetsiya, W	۸
27	E. Jenifer	۸
28	Jenisha persial.C	A
29	Jennifer Sherly.S	В
30	Jerlin. R	В
31	Joice Anna Marie A	В
32	M.Karthika	В
33	S.Kausalya	В
34	Kavitha. J	В
35	Maria amala placiba.j	В
36	R. Maria Infent Reshma	В
37	Mari Priya Dharshini. S	В
38	Mary Rishoni Fernando.A	A
39	R.Mercy Mary	В
40	Miranshiya.B	A
41	A.Muthu Priya	В
42	Noorul Jannath Nisha I	В
43	P.Pavithra	В
1150	Placid Rafina.R	A
44	K.Ponmani	В
45	J.Priya dharshini	A
46	J. Ramitha	A
47	Rasmitha.S	A
48	K.Renuka	В
49	Rini Jose.P	A
50		В
51	Roselin Ida.P	

52	Sereena	В
53	M.Shafana	В
4	Sherin Priscilla. S	A
55	В	
66	A	
57	Snowbiya.I	В
8	Snows Selcia.A	В
59	Steffe Sharon.V	В
50	Steffy.J	В
51	Stephy.P	В
52	Sugitha Jensi.K	В
53	Sunitha.J	В
54	C.Sweena	В
55	M.Swetha Gomez	Α
66	S.Vahini	Α
57	A.Vaishnavi	Α
58	Vigneshwari.A	A
59	Vishnupriya.M	Α
70	Wasima Insha.Y	A
71	Yegovanishi.A	A



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