

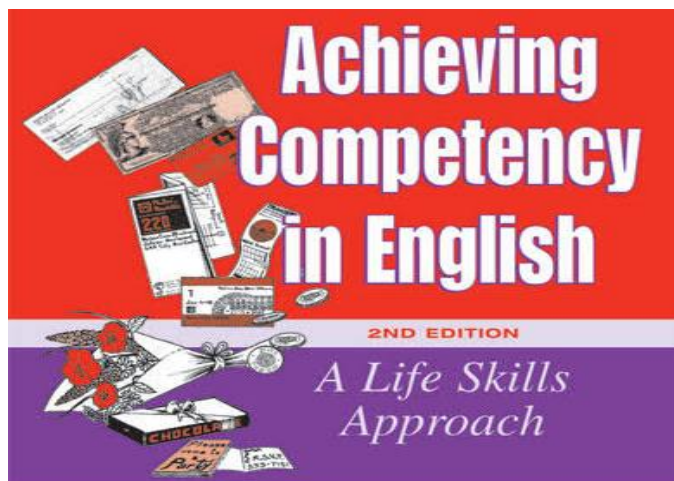


St. Mary's College (Autonomous)  
Re-accredited with A+ Grade by NAAC (4th  
Cycle),  
Thoothukudi, Tamil Nadu, India  
PG and Research Department of English



## Offers

### A Certificate Course on English for Professional Competence for the Academic Year 2022- 2023



PG and Research Department  
of English

# Certificate Course on English for Professional Competence Course

## Code:

20UCPC51

### 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

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 - Rote 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

Dr.D.Shunmugajothi

Assistant Professor of English

PG and Research Department of English

St. Mary's College (Autonomous)

Thoothukudi, Tamil Nadu

Ph.No: 9790161194

Course Instructor - Ms.X.Angel, Thoothukudi.

St. Mary's College (Autonomous), Thoothukudi  
P.G. & Research Department of English  
III B.A. English Literature (2022)  
Certificate Course - English for Professional Competence  
Course Schedule

Total Duration: 30 Hours

(12.08.2022-12.10.2022)

Timing: 2p.m. to 4 p.m. (2 Hours)

No. of Hours	Date
1	12-08-2022
2	16-08-2022
3	30-08-2022
4	02-09-2022
5	09-09-2022
6	12-09-2022
7	13-09-2022
8	14-09-2022

9	16-09-2022
10	20-09-2022
11	29-09-2022
12	30-09-2022
13	06-10-2022
14	11-10-2022
15	12-10-2022

***Staff-in-charge:***

Ms.Dr.Shunmugajothi

Instructor: Ms. X. Angel

## ***Report of the Certificate Course 2022-2023***

*English for Professional Competence was offered as Certificate Course by the Department of English in the month of August 2022 to the III year B.A. English Literature students. Ms. Angel 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. 68 students benefitted out of this programme.*

St. Mary's College (Autonomous), Thoothukudi

P.G. & Research Department of English

III B.A English Literature

Certificate Course - Grade Sheet

English for Professional Competence

2022-2023

S.No	Name	Assignment 25 Marks	Exam 20 Marks	Attendance 5 Marks	Total 50 Marks	Total 100 Marks	Grade
1	Abilasha. M	21.5	17.5	15/5	44	88	A
2	Akshaya. V	22.5	17.5	15/5	45	90	A
3	Anet Jency. M	24	17.5	13/4.3	46	92	A
4	Arcika. G	20	17	13/4.3	41	82	A
5	Arney Infancia. A	20.5	15.5	13/4.3	40	80	A
6	Balasaraswathi B	22	18	12/4	44	88	A
7	Belsith Diana. B	21.5	16.5	14/4.6	43	86	A
8	Berneth Mistica. P	25	17.5	13/4.3	47	94	A
9	Bhuvanaa. S	20.5	17.5	14/4.6	43	86	A
10	Blessi. S	24.5	20	14/4.6	49	98	A
11	Esakki Tharunya. R	25	19.5	14/4.6	49	98	A
12	Geolena. R	21	16.5	12/4	41	82	A
13	Gladys Rojitha. RJ	20	19.5	13/4.3	44	88	A
14	Gods Spiritny. B	20.5	16	14/4.6	41	82	A
15	Hannah Jaflet Antonika. M	22	20	14/4.6	47	94	A
16	Healthina Frobel. A.J	21.5	17.5	14/4.6	44	88	A
17	Heavena. S	20.5	17	15/5	43	86	A
18	Jaffrin. M	23	16.5	14/4.6	44	88	A
19	Jemema. J	21.5	18	15/5	45	90	A
20	Jenitta. S	24.5	18.5	13/4.3	47	94	A
21	Jerlin. S	22	16.5	15/5	44	88	A
22	Jeslin Brenuka. B	21	16	15/5	42	84	A
23	Joe Dishifa. P	19	15.5	12/4	39	78	B
24	Jona Sharon. K	22	15	15/5	42	84	A
25	Jordan Ruth Mitra. N	24	20	14/4.6	49	98	A
26	Jose Magrina. J	22.5	16.5	13/4.3	43	86	A
27	Joy Liberna. A	24.5	20	14/4.6	49	98	A
29	Jumana Hasin M.H	24.5	20	14/4.6	49	98	A
30	Kirtheeka. M	21.5	18.5	9/3	43	86	A
32	Krithika. K	21.5	18	15/5	45	90	A
33	Lily Princy. D	18	a	12/4	-	-	-
34	Lourde Tatina. L	21	16	15/5	42	84	A
35	Lourdhu Selcia. J	a	a	9/3	-	-	-

36	Maria Jessica Janin. B	24	18	15/5	47	94	A
38	Maria Kate Winslet. V	20.5	19	14/4.6	44	88	A
39	Maria Remencia S	19.5	17.5	9/3	40	80	A
40	Maria Thibursis Prasanna. V	20.5	17.5	14/4.6	43	86	A
41	Maria Thrace Blesida. J	21.5	15.5	13/4.3	41	82	A
42	Mariya Vinotha S	21	17	11/3.6	42	84	A
43	Mary Flerinta. A	19.5	15	10/3.3	38	76	B
44	Mary Franciba. S	18.5	15	10/3.3	37	74	B
45	Mercy Daisy Lilly S.J	25	18.5	15/5	49	98	A
46	Merlin Rebeka. R	21.5	16	10/3.3	41	82	A
47	Mookammal. S	20	17.5	15/5	43	86	A
49	Packia Kegitha. L.	16.5	16.5	11/3.6	37	74	B
50	Pavithra. E	20.5	18.5	11/3.6	43	86	A
51	Rose Bella. S	19	15	14/4.6	39	78	B
52	Sahaya Anbu. S	20.5	18	11/3.6	42	84	A
53	Sahaya Raxal. R	20	18	14/4.6	43	86	A
54	Sakhthi Priya. K	20	19.5	11/3.6	43	86	A
55	Sathiya. C	18.5	16.5	9/3	38	76	B
56	Shiny Tharshana. R	20	18	12/4	42	84	A
57	Shruthi Lobo. B	22.5	20	13/4.3	47	94	A
58	Sneha. D	22	19	15/5	46	92	A
59	Sneha. R	20	19	14/4.6	44	88	A
60	Snow Amilda Fernando. A	22.5	18.5	15/5	46	92	A
61	Stecna. B	25	18	15/5	48	96	A
62	Suba Shree. S	a	a	8/2.6	-	-	-
63	Suganthi. A	18.5	16	15/5	40	80	A
64	Swethy. S	22.5	18	14/4.6	45	90	A
65	Tharani. P	21.5	18	15/5	45	90	A
66	Vaishnavi Tamizhkodi. V	23	20	13/4.3	47	94	A
68	Veronica Berlin. H	18.5	16.5	11/3.6	37	74	B
69	Vesta Serapha. F	23	20	15/5	48	96	A
70	Vibinsa. B	24.5	18.5	14/4.6	48	96	A
71	Vidhya. R	18	14.5	15/5	38	76	B
72	Vijayasri. I	21.5	18	14/4.6	44	88	A
73	Wasiba Insha. Y	21.5	16	15/5	43	86	A

\*Attendance: No of days Present/ Marks.

ST. MARY'S COLLEGE (AUTONOMOUS), THOOTHUKUDI

(Re-accredited with 'A+' Grade by NAAC)



CAREER ORIENTED PROGRAMME

CERTIFICATE

This is to certify that Ms. Rose Bella.S of III BA English

has actively participated and successfully completed a course on English For

Professional Competence conducted during the academic year

20 22 - 20 23 with B Grade.

*N. Angel*  
Instructor

*Lucia Rosa*  
Principal  
St. Mary's College (Autonomous)  
Thoothukudi - 620 002



CERTIFICATE COURSE - ENGLISH FOR PROFESSIONAL COMPETENCE  
**ST. MARY'S COLLEGE**

III YEAR

REGISTER OF ATTENDANCE

(Autonomous) T

FOR THE MON

2022-2023

S. No.	Name of Pupils	1	2	3	4	5	6	7	8	9	10
1	Abilasha M	X	X	X	X	X	X	X	X	X	X
2	Akshaya V	X	X	X	X	X	X	X	X	X	X
3	Anet Jency M	OD	X	X	X	X	X	X	X	X	X
4	Amika G	X	X	X	X	X	X	X	X	X	X
5	Arney Infancia A	X	X	OD	OD	X	X	X	X	X	X
6	Balsaraswathi B	ab	X	X	X	X	X	X	X	X	A
7	Belsith Diana B	X	a	X	X	X	X	X	X	X	X
8	Berneth Mistica P	X	X	X	X	X	a	a	X	X	X
9	Bhuvana S	OD	OD	X	OD	X	X	X	X	a	X
10	Blessi S	X	OD	X	X	X	a	X	X	X	OD
11	Esakki Tharunya R	X	X	X	X	a	X	X	X	X	X
12	Geolena R	OD	X	X	X	X	X	a	X	X	X
13	Gladys Rajitha RJ	X	X	X	X	a	X	X	X	a	X
14	Gods Spiritny B	X	X	X	X	X	X	X	X	X	X
15	Hannah Taflet Antonika M	X	X	X	X	a	X	X	X	X	X
16	Healthina Frobel A.J	X	X	X	X	a	X	X	X	X	X
17	Heavena S	X	OD	X	OD	X	X	X	X	X	X
18	Jaffrin M	X	X	X	X	X	X	X	X	X	a
19	Jemema J	X	X	X	OD	X	X	X	X	X	OD
20	Jenitta S	X	X	X	X	X	X	X	X	X	X
21	Jerlin S	X	X	X	X	X	X	X	X	X	X
22	Jeslin Brenuka B	OD	X	X	X	X	X	X	X	X	X
23	Joe Dishifa P	OD	X	X	X	X	a	X	X	X	X
24	Jona Sharon K	OD	OD	X	X	X	X	X	X	X	OD
25	Jordan Ruth Mikra N	OD	OD	X	X	X	X	X	X	X	OD
26	Jose Magrina J	X	X	X	X	a	a	X	X	X	X
27	Joy Liberna A	X	X	X	X	X	X	X	X	X	a
29	Jumana Hasin MH	OD	OD	X	X	X	X	X	X	X	OD
30	Kirtheeka M	X	X	X	X	X	X	X	X	X	a
32	Krithika K	X	X	X	X	X	X	X	X	X	X
33	Lily Princy D	OD	X	X	X	X	a	X	X	X	X
34	Lourde Tatina L	X	X	X	X	X	X	X	X	X	X
35	Lourdhu Selcia J	X	a	X	X	X	X	X	X	X	a
36	Maria Jessica Janein B	X	X	X	X	X	X	X	X	X	X
38	Maria Kate Winslet V	X	X	X	X	X	X	X	X	X	X
39	Maria Remedica S	OD	X	a	X	X	X	X	a	X	a
40	Maria Thibursis Prasanna V	ab	X	X	X	X	X	X	X	X	OD
41	Maria Thrace Blesida J	X	X	X	X	X	X	X	X	a	X
42	Mariya Vinatha S	ab	X	X	X	X	X	X	X	X	a
43	Mary Herinta A	ab	X	X	X	X	X	a	X	X	X
44	Mary Franciba S	X	a	X	X	X	X	a	X	X	a
45	Merrey Daisy Lilly SJ	X	X	X	X	X	X	X	X	X	X
46	Merlin Rebeka R	ab	a	X	X	X	X	X	X	X	a
47	Mookammal S	X	X	X	X	X	X	X	X	X	X
49	Packia Kegitha L	OD	OD	X	X	a	X	X	X	X	X
50	Pavithra E	ab	X	X	X	a	a	a	X	X	X
51	Rose Bella S	X	X	X	X	a	X	X	X	X	X

11	12	13	14	15	16	17	18		
X	X	X	X	X				15	A
X	X	X	X	X				15	
X	X	X	X	X				13	
a	a	X	X	X				13	
X	X	X	X	X				13	
X	X	a	X	X				12	
X	X	X	X	X				14	
X	X	X	X	X				13	
X	X	X	X	X				14	
OD	X	OD	X	X				14	
X	X	X	X	X				14	
a	a	X	X	X				12	
X	X	X	X	X				13	
X	X	a	X	X				14	
X	X	X	X	X				14	
X	X	X	X	X				15	
X	X	X	X	X				14	
OD	X	X	X	X				15	
a	a	X	X	X				13	
X	X	X	X	X				14	
X	X	X	X	X				15	
X	X	X	a	a				12	Exam
OD	X	X	X	X				15	Assignment
a	a	X	a	a				9	Exam 2
X	X	X	X	X				15	Assignment
X	a	X	X	X				14	
a	X	X	a	X				9	
OD	X	X	X	X				14	
X	X	a	X	X				13	
a	a	X	X	X				11	
a	X	a	a	X				10	B
X	a	X	a	X				10	B
OD	X	X	X	X				15	
a	a	X	X	X				10	
X	X	X	X	X				15	
a	a	a	X	X				11	B
X	X	X	X	X				11	
X	X	X	X	X				14	B

# ST. MARY'S COLLEGE REGISTER OF ATTENDANCE

(Autonomous) THOODU. 2022-2023  
FOR THE MONTH OF \_\_\_\_\_ 2022-2023

S. No.	Name of Pupils	1	2	3	4	5	6	7	8	9	10
52	Sahaya Anbu S	X	X	X	X	X	A	A	A	X	X
53	Sahaya Raval R	X	X	X	X	A	X	A	A	X	X
54	Sakthi Priya K	X	X	X	X	X	o	o	o	o	X
55	Sathya C	X	X	X	A	X	X	X	X	X	X
56	Shiny Tharshana R	X	X	X	A	X	X	X	A	X	X
57	Shruthi Iobe B	X	X	X	X	X	X	X	X	X	X
58	Sneha D	X	X	X	X	X	X	X	X	X	X
59	Sneha R	X	X	X	X	X	X	X	X	X	X
60	Shou Amikha Fernando A	X	X	X	X	X	X	X	X	X	X
61	Steena B	o	A	X	A	X	X	X	X	X	X
62	Suba Shree S	X	X	X	X	X	X	X	X	X	X
63	Suganthi A	X	A	X	X	X	X	X	X	X	X
64	Suethy S	X	X	X	X	X	X	X	X	X	X
65	Tharani P	X	A	X	X	X	X	X	X	X	X
66	Vaishnavi Tamizhodi V.B	A	X	A	X	A	X	X	X	X	X
68	Veronica Berlin H	X	X	X	X	X	X	X	X	X	o
69	Vesta Serapha F	A	X	X	X	X	X	X	X	X	o
70	Vibinsa B	X	X	X	X	X	X	X	X	X	o
71	Vidhya R	X	X	X	X	X	X	X	X	X	X
72	Vijayasri I	X	X	X	X	X	X	X	X	X	X
73	Wasiba Insha Y	X	X	X	o	X	X	X	X	X	X

11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
X	X	A	X	X																11
X	X	A	X	X																14
X	X	A	X	X																11
o	X	A	X	X																
X	X	A	X	X																12
o	X	A	X	X																13
o	o	X	X	X																15
X	X	A	X	X																14
X	X	X	X	X																15
X	X	X	X	X																15
A	X	A	A	A																8
X	X	X	X	X																15
X	X	X	X	X																15
X	X	X	X	X																14
X	X	X	X	X																15
X	X	X	X	X																13
o	o	o	X	X																11
X	A	X	X	X																15
o	o	o	X	X																15
o	X	X	X	X																14
X	X	X	X	X																15
X	o	X	A	X																14
X	X	X	X	X																15

Dr. D. Shunmuga Jothi  
Staff-in-charge

A. Manjusha Devaraj  
Dr. A. JUDY SIBELA DAMAYANTHI  
EAD & ASSOCIATE PROFESSOR OF ENGLISH  
ST. MARY'S COLLEGE (AUTONOMOUS)  
THOODUKUDI