



Annai Hajira Women's College

Melapalayam, Tirunelveli – 05



Department of English

Offers

Certificate Courses for the Academic year
2022-2023

The Courses are

- ❖ Developing Soft Skill and Personality
- ❖ Spoken English

Eligibility: All the Under Graduate students who have passed higher secondary examination are eligible to enroll in this course.

Objectives: To enrich the lives of young adults

- ✓ To help the students to make rapid progress in speaking the language English by focusing on the four basic language skills (LSRW).
- ✓ To enable them to communicate effectively and appropriately in real life situations.
- ✓ By understanding the meaning of life and its challenges.
- ✓ By providing skills and knowledge needed to cope with life's problems and challenges. By developing a positive attitude towards themselves in this process



Annai Hajira Women's College

Melapalayam, Tirunelveli – 05



(Affiliated to Manonmaniam Sundaranar University)

Department of English

Syllabus for Certificate Course 2022 – 2023

SPOKEN ENGLISH

About the Course:

Spoken English courses are customized English courses of varying durations focusing on improving the fluency and confidence of an individual in the basic skills of listening, speaking, reading and writing in English. It comprises the usage of words, phrases and sentences verbally in order to communicate or express ideas or feelings to people around us.

Pedagogical Outline:

The duration of the course is one year, which incorporates to develop their communicative skills with practical sessions.

Eligibility:

All the Under Graduate students who passed higher secondary examinations are eligible to enroll in this course.

Scope of Course:

With the knowledge of Spoken English, the students will be able to give effective presentations, exchange words and ideas with people. It acts as a window for the students to see the competitive world with confidence. It gives new dimensions to careers with the field of writing and speaking. It helps the students to get better job opportunities in the future.

Certificate Course in Spoken English		
Paper – I	Course Code : 2022SEN12	
Hours : 32	Duration : 1 Year	Credits : 2

Course Objectives:

To enrich the lives of young adults

- To help the students to make rapid progress in speaking the language English by focusing on the four basic language skills (LSRW).
- To enable them to communicate effectively and appropriately in real life situations.

Course Content

UNIT-I

1. Greeting
2. Introducing
3. Inviting

UNIT-II

1. Making Request- informal
2. Offering help
3. Seeking Permission

UNIT-III

1. Asking for Advice
2. Expressing gratitude
3. Persuading

UNIT-IV

1. Apologizing
2. Expressing Sympathy
3. Complaining – Formal

UNIT-V

1. Spot the Error
2. Complimenting
3. Congratulating

Reference Books:

1. Dr. P. C. Das, *Letter Writing including Official and Business Letters*, New Central Book Agency (P) Ltd, London.
2. G. Radhakrishna Pillai, K. Rajeevan, *Spoken English for You Level 1*, Emerald Publishers, Chennai.

Course Outcome (CO):

Outcomes	Expected Course Outcome	Cognitive Level
After the completion of the course, the students will be able to:		
CO1	Read and understand any text in English, listening to the inputs given by the teacher in the classroom.	U / An / Ap
CO2	Imbibe the rules of language unconsciously and tune to deduce language structure and usage.	U / An / Ap
CO3	Write paragraphs, essays, and letters.	U / C / An
CO4	Decipher the mechanism of language and use it for success in competitive examinations and job related speaking and writing tasks.	U / An / C
CO5	Improve their speaking ability in English both in terms of fluency and comprehensibility.	C / An / Ap
Cognitive Level: <i>R-Remember; U-Understanding; Ap-Apply; An- Analyze; E-Evaluate; C-Create</i>		

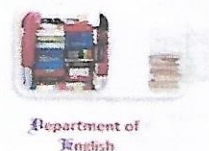
Timetable for Certificate Course

Day	Programme	Staff
Monday	I B. Com Batch II	Mrs. K. Shunmuga Jothi
Tuesday		Mrs. M. TajBeeviThangamma



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Melapalayam, Tirumelkeli – 05



(Affiliated to Manonmaniam Sundaranar University)

Department of English

Syllabus for Certificate Course 2022 – 2023

DEVELOPING SOFTSKILLS & PERSONALITY

About the Course:

The course aims to cause a basic awareness about the significance of soft skills in professional and inter-personal communications and facilitate an all-round development of personality. Soft skills can ensure a person retain it, climb further, reach a pinnacle, achieve excellence and derive fulfilment and supreme joy. Soft Skills comprise pleasant and appealing personality traits as self-confidence, positive attitude, emotional intelligence, social grace, flexibility, friendliness and effective communication skills.

Pedagogical Outline:

The duration of the course is one year, which incorporates to develop their communicative skills with practical knowledge.

Eligibility:

All the Under Graduate students who passed higher secondary examinations are eligible to enroll in this course.

Scope of Course:

The course titled **Developing Soft Skills & Personality** helps the students to interact with others and succeed in their life and career. Soft skills are flexible according to the place and these skills can be applied in a variety of situations and environments.

Certificate Course in Developing Soft Skills & Personality

Paper – I

Course Code : 2022DSP31

Hours : 32

Duration : 1 Year

Credits : 2

Course Objectives:

To enrich the lives of young adults

1. By understanding the meaning of life and its challenges.
2. By providing skills and knowledge needed to cope with life's problems and challenges.
3. By developing a positive attitude towards themselves in this process.

Course Content

DEVELOPING PERSONAL SKILLS

UNIT – I

1. Introduction to the Course
2. Self-Confidence, Self-Esteem
3. Positive Attitude
4. Push and Pull Motives

UNIT – II

1. Emotional Intelligence
2. Flexibility
3. Friendliness
4. Time Management

DEVELOPING COPING MECHANISM

UNIT – III

1. Coping with Shyness
2. Coping with Depression
3. Coping with Fear
4. Coping with Failure

PREPARING FOR A CAREER

UNIT – IV

1. Goal Setting
2. Applying for a Job
3. Preparing Cover Letters, CV, Resume
4. Effective Profiling

DEVELOPING FITNESS FOR A JOB

UNIT – V

1. Leadership

2. Team Work
3. Mock – Interview
4. Group Discussion

ReferenceBooks:

1. Dr. Xavier Alphonse S.J. *We Shall Overcome, A Textbook on Life Coping Skills*, ICRDCE Publication, Chennai.
2. Krishna Mohan, MeeraBenerji *Developing Communication Skills*, Trinity Press, 2nd Edition

Course Outcome (CO):

Outcomes	Expected Course Outcome	Cognitive Level
After the completion of the course, the students will be able to:		
CO1	Meet the challenging and unpredictable competitive world with strong and positive coping skills.	U / Ap
CO2	Understand that human beings are adaptable, and cope up perfectly with the society throughout one's life.	An / Ap / C
CO3	Understand the nature and meaning of the social anxiety, the symptoms of fear, shyness, depression etc, and how to overcome the social pressures.	U/ An/ Ap
CO4	Learn the importance of time in their life, the judicious use of time and how it can be used effectively and help to achieve one's goals	An / Ap
CO5	Use the meaning of coping, the coping process and the mechanisms of coping both positive and negative.	C / Ap
Cognitive Level: <i>R-Remember; U-Understanding; Ap-Apply; An- Analyze; E-Evaluate; C-Create</i>		

TIMETABLE FOR CERTIFICATE COURSE:

Day	Programme	Staff
Monday	III B.Com Batch II	Mrs.ShanthiKumariPushpa
	III B.Sc Mathematics & Computer Science	Ms. A. Raichel Annie Ramya
Tuesday	III B.Com Batch II	Mrs. K. Shunmuga Jothi
	III B.Sc Mathematics & Computer Science	Ms. S. Kani