

CERTIFICATE COURSE- 2020-2021

CERTIFICATE COURSE ON FUNCTIONAL ENGLISH - 2020-2021

DURATION: 3 MONTHS

TOTAL HOURS: 30 HRS

COURSE OBJECTIVES:

- > To develop communicative skills of the learners in listening, speaking, reading and writing
- > To focus on how English is used in real life situations.
- > To nurture the creative talent of students by providing them media exposure and training.

UNIT- 1- DEVELOPING CONVERSATIONAL ABILITY

- a) Greetings and Introduction
- b) Participating in small talks- At the office, At the railway station, At the travel agency, At the bank, At the hospital, At the airport
- c) Talking on the telephone

UNIT- II- FUNCTIONAL READING

- a) Reading official letters and profiles
- b) Reading News reports/ Newspapers
- c) Reading comprehension, description and narration (objects, places and people)

UNIT- III- LANGUAGE AND LITERARY SKILLS

- a) Figures of speech: Simile, Metaphor, Irony, Personification, Hyperbole, Alliteration
- b) Idioms and phrases
- c) One word substitution

UNIT- IV- COPY WRITING

- a) Language of advertisements: Classified and Commercial ads
- b) Reading advertisement

UNIT- V- RADIO, TELEVISION AND INTERNET

- a) Introduction to broadcasting- Role of Radio, Television and Internet
- b) Scope- Radio Jockey and Video Jockey
- c) Voice Anatomy and voice production

FEES: RS. 100/-

COURSE DESIGNERS: 1. DR. K. VIDHYA 2. DR. L.R. SANGEETHA PRIYA

Code	Course Title	Credits	Hours	CIA	Est	Total
Certificate Course	Functional English	2	30	50	50	100

Course Objectives:

- > To develop communicative skills of the learners in listening, speaking, reading and writing
- > To focus on how English is used in real life situations.
- > To nurture the creative talent of students by providing them media exposure and training.

Unit	Course Contents	Hours
1	DEVELOPING CONVERSATIONAL ABILITY a) Greetings and Introduction b) Participating in small talks- At the office, At the railway station, At the travel agency, At the bank, At the hospital, At the airport c) Talking on the telephone	6 hrs
2	FUNCTIONAL READING a) Reading official letters and profiles b) Reading News reports/ Newspapers c) Reading comprehension, description and narration (objects, places and people)	6 hrs
3	LANGUAGE AND LITERARY SKILLS a) Figures of speech: Simile, Metaphor, Irony, Personification, Hyperbole, Alliteration b) Idioms and phrases c) One word substitution	6 hrs
4	COPY WRITING a) Language of advertisements: Classified and Commercial ads b) Reading advertisement	6 hrs
5	RADIO, TELEVISION AND INTERNET a) Introduction to broadcasting- Role of Radio, Television and Internet b) Scope- Radio Jockey and Video Jockey c) Voice Anatomy and voice production	6 hrs

1. Haddon, Gill. "Brilliant Communication Skills". Pearson Education, 2012.

Reference Books:

1. Adair, John. "Effective Communication". Pan MacMillan Ltd, 2003.
2. Collins, Patrick. "Speak with Power and Confidence". Sterling, 2009.
3. Love, Nicholas. "Pathfinder: How to Choose or Change Your Career for a Lifetime of satisfaction or Success". Touchstone Books, 2012.
4. Raman, Meenakshi and Sangeeta Sharma. Technical Communication: Principles and Practice". Second Edition. Oxford University Press, 2011.

Website References:

- <http://networketiquette.net/>
- http://users3.ev1.net/~pamthompson/body_language.htm

COURSE DESIGNERS:

- DR.K.VIDHYA
DR.L.R. SANGEETHA PRIYA

BOARD OF STUDIES(ENGLISH)(online Mode : 22.04.2021 : 10 Am.)

The Department of English convened a 'Board of Studies' meet on 22nd April 2021 through online mode to discuss the following agenda

PANEL

1. Dr. R. UMA : University nominee
Associate Professor, SN College,
Madurai
2. Dr. R. VASUKI : Subject Expert, HoD English,
M.S. University.
3. Dr. V.L. JAIDPAUL : Subject Expert, HoD, St. Joseph's
College, Trichy.
4. Mrs. RAJALAKSHMI : Industrial Representative,
TIME Institute, Madurai
5. Mrs. S. POONGOTHAI : Alumnus, HoD English,
KLNC Arts / Science

AGENDA

1. WELCOME / INVOCATION
2. CONFORMING MINUTES OF PREVIOUS MEETING
3. DISCUSSION ON STUDENTS' FEED BACK
4. BUSINESS RESOLUTIONS

RESOLUTIONS

1. Resolved to ratify the syllabus of Part II English for I year UG as prescribed by TANSHE. from the AY 2020-21

2. Resolved to pass the curriculum for Part II English

Chapter 10: The Nervous System

1. A pair of structures that are located in the brain and are responsible for the control of the body's activities.

2. A pair of structures that are located in the brain and are responsible for the control of the body's activities.

3. A pair of structures that are located in the brain and are responsible for the control of the body's activities.

4. A pair of structures that are located in the brain and are responsible for the control of the body's activities.

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THE MADURA COLLEGE (AUTONOMOUS), MADURAI – 625 011.

DEPARTMENT OF ENGLISH (SF)

ADMISSION NOTIFICATION FOR CERTIFICATE COURSES – 2020-2021

The Department of English (SF) offers the following two certificate courses (30 Hours) for Final Year students at affordable fee.

1. Certificate course on Functional English
2. Certificate course on Life Skills

COURSE OBJECTIVES:

- To develop communicative skills of the learners in listening, speaking, reading and writing
- To focus on how English is used in real life situations.
- To nurture the creative talent of students by providing them media exposure and training.
- To develop understanding into the fundamentals of life skills.
- To describe genesis of concept of life skill education.
- To identify the pillars of education and life skills.

CONDITIONS:

- ✓ Classes will be held after the college hours
- ✓ Course fee Rs. 100 per student.

Interested students shall register their names in person through the written request (duly signed by the parents) in the Department of English (SF) on or before 01 March, 2021.

COORDINATORS: 1.Ms. R. KALYANI - 9944024400

2. DR. K. VIDHYA- 9790432108

3. DR. L. R. SANGEETHA PRIYA – 9345101077

Coordinator

Department of English (SF)

Chief Coordinator

Principal,

31/03/21

CERTIFICATE COURSE - FUNCTIONAL ENGLISH 2021 - MARCH

- Day 1. Dr. K. Vidhya 2.00pm to 3.00 pm
Dr. L.R.S. Priya INTRODUCTION - L.R. Priya
- 03/04 2. Dr. K. Vidhya - 2.00 pm to 3.30pm - K. Vidhya
- 07/04 3. Dr. L.R. Sangeetha Priya - 2.00 pm to 3.00 pm - L.R. Priya
- 19/04 4. " - 2.00 pm to 3.00 pm - L.R. Priya
- 21/04 5. - 2-3-3-4 - L.R. Priya
- 23/04 6. 2.00 - 3.00 P.M - L.R. Priya
- 27/04 7. 2.00 - 3.00 P.M and 3.00 - 4.00 pm - L.R. Priya
- 29/04 8. 2.00 - 3.00 pm - K. Vidhya
- 03/04 9. 2.00 - 3.00 pm - K. Vidhya
- 05/04 10. 2.00 - 3.00 pm - L.R. Priya
- 10/04 11. 2.00 - 3.00 pm - K. Vidhya
- 09/04 2.00 - 3.00 pm - K. Vidhya
- 12/04 2.00 - 3.00 pm & 2.00 - 4.00 pm
- 22/04 2.00 - 4.00 pm - L.R. Priya
- 24/04 2.00 - 4.00 pm - K. Vidhya
- 01/05 10.00 - 11.00 & 11.00 - 12.00 - L.R. Priya
- 04/05 2.00 - 3.00 pm - K. Vidhya
- 06/05 2.00 - 3.00 pm - L.R. Priya
- 07/05 2.00 - 4.00 pm - L.R. Priya
- 08/05 2.00 - 4.00 pm - K. Vidhya
- 09/05 2.00 - 3.00 pm - K. Vidhya

THE MADURA COLLEGE (AUTONOMOUS), MADURAI- 625001


DEPARTMENT OF ENGLISH (SF)

CERTIFICATE COURSE ON FUNCTIONAL ENGLISH

MARK STATEMENT

S. No	Roll Number	Name of the student	Internal (50)	External (50)	Total 100
1	2018ENG010	M. Jeevitha	45	42	87
2	2018ENG011	K. Kamaleshwari	42	41	83
3	2018ENG022	S. Neeraja	44	42	86
4	2018ENG037	S.Soundarya	42	41	83
5	2018ENG040	G.K. Sushmitha	40	40	80
6	2018ENG041	S. Swetha	44	43	87
7	2018ENG043	J.Vaishnavi	44	40	84
8	2018ENG046	S.Yogalakshmi	43	41	84
9	2018ENG002	J. Angel	43	40	83
10	2018ENG032	R. Santhiya	42	40	82
11	2018ENG007	P. Gayathiri	38	38	76
12	2019ENG045	S.Yaamini	40	42	82
13	2019ENG003	G.Asmath Gowsiya	34	39	73
14	2019ENG010	V. P. Gokila Anitha	38	42	80
15	2019ENG004	R.Aswini	42	40	82
16	2020ITC035	S. Selva Lakshmi	45	AB	-
17	2020MPC104	M. Charumathy	42	44	86
18	2020MPC107	H. Hindhuja	42	42	84
19	2019ECS035	R. Srinivasan	42	40	82
20	2020ECS003	S. Aditya	44	41	85
21	2019ECS039	S. Syed Imranshah	40	36	76
22	2019ECS012	S. Gopinath	40	37	77
23	2020BCM006	A.Ganesh Kumar	40	38	78
24	2020 ITC 018	B.Kishan	40	40	80


SIGNATURE OF COORDINATOR


COURSE TEACHER
L.R. SANGEETHAPRIYA