



ARPUTHA

COLLEGE OF ARTS AND SCIENCE

ARPUTHA NAGAR, VAMBAN

(Affiliated to Bharathidasan University, Tiruchirappalli)

DEPARTMENT OF ENGLISH

Invites you

to the Inaugural Function of Certificate Course

on

ENGLISH FOR PERSONNEL MANAGEMENT

Date

Venue

Time

11.11.2021

Auditorium

1 to 2 p.m.

Course Coordinator : Mr. J. YABESHPRAVEEN

Members of the Programme

Dr. P. KUMARESAN, Sr. A. MARY DENCY,

Mr. R. SATHIYAMOORTHY, Ms. V. UTHAYABHARATHI





ARPUTHA COLLEGE OF ARTS & SCIENCE

(Affiliated to Bharathidasan University)

Arputha Nagar, Vamban - 622 303. Alangudi (T.k), Pudukkottai (Dt)

www.arputhacollege.in

Date :

**DEPARTMENT OF ENGLISH
CERTIFICATE COURSE – [2021-2022]
ENGLISH FOR PERSONNEL MANAGEMENT
SYLLABUS**

Total Hrs.: 36Hrs.

Objectives:

Upon completion of the English for Personnel Management course, participants will be able to:

- Conduct Effective Interviews.
- Communicate HR Policies and Procedures.
- Write Professional HR Documentation.
- Mediate and Resolve Workplace Conflicts.
- Facilitate Employee Training and Development.

UNIT 1: INTRODUCTION TO PERSONNEL MANAGEMENT COMMUNICATION

Understanding the Importance of Effective Communication in Personnel Management - Key Terminologies and Vocabulary in HR and Personnel Management - Business Writing Basics: Emails, Memos, and Reports in HR Context - Communicating HR Policies and Procedures Clearly and Accurately.

UNIT 2: CONDUCTING INTERVIEWS AND EMPLOYEE SELECTION

Interviewing Techniques and Strategies for Effective Candidate Evaluation - Behavioral-Based Interviewing and Questioning Techniques - Communicating Job Offers and Employment Terms - Providing Constructive Feedback to Unsuccessful Candidates.

UNIT 3: WRITING HR DOCUMENTATION

Writing Effective Job Descriptions and Person Specifications - Crafting Professional and Comprehensive Performance Evaluations - Preparing Employee Contracts and Agreements - Drafting HR Policies, Procedures, and Employee Handbooks.

UNIT 4: CONFLICT RESOLUTION AND MEDIATION IN THE WORKPLACE

Understanding the Role of Communication in Conflict Resolution - Mediation Techniques to Facilitate Employee Dispute Resolution - Addressing Employee Grievances with Empathy and Sensitivity - Dealing with Difficult Conversations and Managing Emotions.

UNIT 5: TRAINING AND DEVELOPMENT COMMUNICATION

Designing Training Materials and Presentations for Personnel Development - Delivering Engaging and Effective Training Sessions - Evaluating Training Impact and Collecting Feedback - Communicating Career Development Opportunities and Advancement Paths.

REFERENCES:

1. Adler, Ronald B., and Jeanne Marquardt Elmhurst. "Communicating at Work: Principles and Practices for Business and the Professions." McGraw-Hill Education, 2020.
2. Dressler, Gary. "Essential Skills for Human Resources Management." John Wiley & Sons, 2019.
3. Karrass, Chester L. "In Business as Usual: You Don't Get What You Deserve, You Get What You Negotiate." Karrass Publications, 2018.
4. SHRM. "The SHRM Essential Guide to Employment Law: A Handbook for HR Professionals, Managers, Businesses, and Organizations." Society for Human Resource Management, 2022.
5. Guffey, Mary Ellen, and Dana Loewy. "Business Communication: Process and Product." Cengage Learning, 2020.





ARPUTHA COLLEGE OF ARTS AND SCIENCE - VAMBAN
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ARPUTHA NAGAR, VAMBAN - 622 303.

DEPARTMENT OF ENGLISH
CERTIFICATE COURSE (2021-2022)
SPOKEN ENGLISH
STUDENTS NAME LIST


Time: 1.00 PM to 2.00 PM

Duration: 38 Hrs.

S.NO	STUDENT NAME	DEPARTMENT	REG. NO.	SIGNATURE
1	M. ABINAYA	I-B.Sc., COMPUTER SCIENCE	CB21S 204928	M. Abinaya
2	P. ABINAYA	I-B.Sc., COMPUTER SCIENCE	CB21S 204929	P. Abinaya
3	M. ABISANKARI	I-B.Sc., COMPUTER SCIENCE	CB21S 204930	M. Abisankari
4	M. ABIZHARASI	I-B.Sc., COMPUTER SCIENCE	CB21S 204931	Abizharasi
5	S. DHANUSA	I-B.Sc., COMPUTER SCIENCE	CB21S 204933	dhanusa
6	K. GOGULAPRIYA	I-B.Sc., COMPUTER SCIENCE	CB21S 204935	K. Gogulapriya
7	M. JANANI	I-B.Sc., COMPUTER SCIENCE	CB21S 204936	M. Janani
8	J. JOSEPHIN MARY	I-B.Sc., COMPUTER SCIENCE	CB21S 204937	T. Josephin Mary
9	M. KAVIYA	I-B.Sc., COMPUTER SCIENCE	CB21S 204938	M. Kaviya
10	L. LIGEE	I-B.Sc., COMPUTER SCIENCE	CB21S 204939	L. Lige
11	A. PAHAM PRIYAL	I-B.Sc., COMPUTER SCIENCE	CB21S 204940	A. Pabam priyal
12	K. PANDEESHWARI	I-B.Sc., COMPUTER SCIENCE	CB21S 204941	K. pandeshwari
13	S. THILAGA	I-B.Sc., COMPUTER SCIENCE	CB21S 204943	S. Thilaga
14	R. ANITHA	I-BA ENGLISH	CB21A 147515	R. Anitha
15	V. CHITHRA	I-BA ENGLISH	CB21A 147516	V. Chithra
16	M. GOBIKA	I-BA ENGLISH	CB21A 147517	M. Gobika
17	F. JOSPHINE NIRMALA	I-BA ENGLISH	CB21A 147518	Dr. J. F.
18	T. KEERTHANA	I-BA ENGLISH	CB21A 147519	T. Keerthana
19	M. SATHYA	I-BA ENGLISH	CB21A 147520	M. Sathya
20	S. CATHERIN USHA	I-B. Com	CB21C 79990	S. Catharin Usha
21	T. DEEPA	I-B. Com	CB21C 79991	T. Deepa
22	R. ELAKKIYA	I-B. Com	CB21C 79992	R. Elakkiya
23	M. FLORA	I-B. Com	CB21C 79993	M. Flora



S.NO	STUDENT NAME	DEPARTMENT	REG. NO.	SIGNATURE
24	A. JOSEPHINE	I-B. Com	CB21C 79994	A. Josephine
25	V. JULIAN	I-B. Com	CB21C 79995	V. Julian
26	M. KIRUTHIKA	I-B. Com	CB21C 79996	M. Kiruthika
27	MAHALAKSHMI	I-B. Com	CB21C 79997	M. Mahalakshmi
28	G. MARIKKANNU	I-B. Com	CB21C 79998	G. Marikkannu
29	A. MARIYASERINA	I-B. Com	CB21C 79999	A. Mariyaserina
30	A. MEKRINA	I-B. Com	CB21C 80000	A. Merlisa
31	X. MERLISA	I-B. Com	CB21C 80001	X. Merlisa
32	D. MONISHA	I-B. Com	CB21C 80002	D. Monisha
33	S. NANDHINI	I-B. Com	CB21C 80003	S. Nandhini
34	S. ROSELIN RABEKA	I-B. Com	CB21C 80004	S. Roselin Rabeke
35	P. SHARMILA	I-B. Com	CB21C 80005	P. Sharmila
36	A. SOWMIYA	I-B. Com	CB21C 80006	A. Sowmya
37	S. SRIDEVI	I-B. Com	CB21C 80007	S. Sridevi
38	G. THANALAKSHMI	I-B. Com	CB21C 80008	G. Thanalakshmi
39	K. VIDHYA	I-B. Com	CB21C 80009	K. Vidhya
40	S. AKIL JEFRI NIROSHINI	I-B.Sc., MICROBIOLOGY	CB21S 412879	S. Akil
41	A. ARTHI	I-B.Sc., MICROBIOLOGY	CB21S 412880	A. Arthi
42	D. ARULMOZHI	I-B.Sc., MICROBIOLOGY	CB21S 412881	D. Arulmozhi
43	G. BAGAM PRIYA	I-B.Sc., MICROBIOLOGY	CB21S 412882	G. Bagam Priya
44	P. DHANUSRI	I-B.Sc., MICROBIOLOGY	CB21S 412884	P. Dhanusri
45	P. DHARSHINI	I-B.Sc., MICROBIOLOGY	CB21S 412885	P. Dharshini
46	S. ALVINA	I-BA TAMIL	CB21A 180018	S. Alvin
47	K. ANANTHI	I-BA TAMIL	CB21A 180019	K. Ananthi
48	R. KEERTHANA	I-BA TAMIL	CB21A 180020	R. Keerthana
49	P. KRISHNAVENI	I-BA TAMIL	CB21A 180021	P. Krishnaveni
50	C. MEGALA	I-BA TAMIL	CB21A 180022	C. Megala
51	R. MOWNIKA	I-BA TAMIL	CB21A 180023	R. Mownika
52	J. NANCY ANTONY	I-BA TAMIL	CB21A 180024	J. Nancy Antony
53	T. PRIYADHARSHINI	I-BA TAMIL	CB21A 180025	T. Priyadharshini
54	C. SELVARANI	I-BA TAMIL	CB21A 180026	C. Selvarani
55	M. SHALINI	I-BA TAMIL	CB21A 180027	M. Shalini
56	G. SRILEGA	I-BA TAMIL	CB21A 180028	G. Srilega


HEAD OF THE DEPARTMENT
DEPARTMENT OF ENGLISH
ARPUTHA COLLEGE OF ARTS & SCIENCE
ARPUTHA NAGAR, VAMBAN - 622 303,
PUDUKKOTTAI - (DT)




PRINCIPAL
ARPUTHA COLLEGE OF ARTS & SCIENCE
VAMBAN - 622 303.



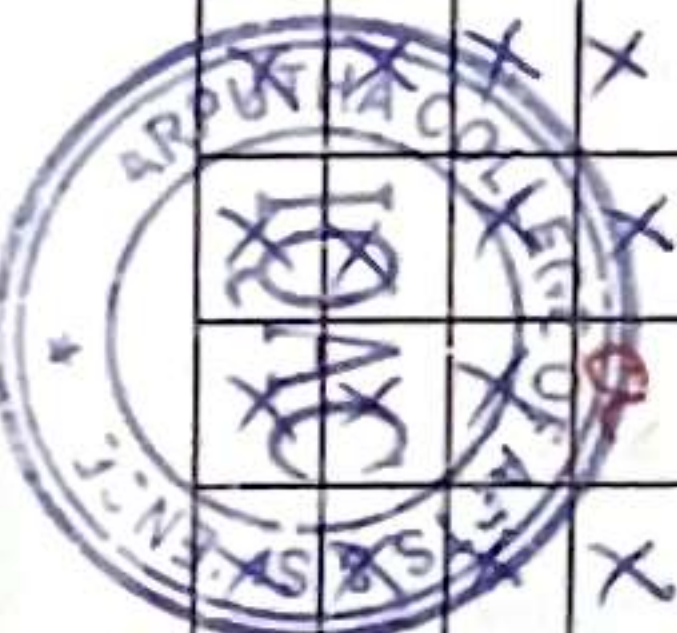
ARPUTHA COLLEGE OF ARTS AND SCIENCE - VAMBAN
(Affiliated to Bharathidasan University - Trichirappalli)

DEPARTMENT OF ENGLISH
CERTIFICATE COURSE (2021-2022)
ENGLISH FOR PERSONNEL MANAGEMENT
STUDENTS' ATTENDANCE SHEET

Time: 1.00 P.M. to 2.00 P.M.

Duration: 36 Hrs

S.NO	STUDENT NAME	DEPARTMENT	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
			11/11/2021	12/11/2021	13/11/2021	15/11/2021	16/11/2021	17/11/2021	19/11/2021	20/11/2021	22/11/2021	23/11/2021	24/11/2021	25/11/2021	29/11/2021	30/11/2021	1/12/2021	2/12/2021	3/12/2021	6/12/2021	7/12/2021	8/12/2021
1	ANBARASI. K	III B.A ENGLISH	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
2	JAYACHITHRA. M	III B.A ENGLISH	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
3	JEEVADAVANAPRIYA. P	III B.A ENGLISH	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
4	PRIVADHARSHINI. V	III B.A ENGLISH	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
5	SIVASAKTHI. P	III B.A ENGLISH	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
6	VINOSIVA. S	III B.A ENGLISH	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
7	AGALYA. M	II B.A ENGLISH	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
8	AKALYA. A	II B.A ENGLISH	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
9	GAYATHIRI. R	II B.A ENGLISH	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
10	JEEVITHA. R	II B.A ENGLISH	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
11	JESSYGRACY. A	II B.A ENGLISH	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
12	SIVASAKTHI. C	II B.A ENGLISH	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
13	SNEKA. V	II B.A ENGLISH	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
14	ANITHA. R	I B.A ENGLISH	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
15	GOBIKA. M	I B.A ENGLISH	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
16	KEERTHANA. P	I B.A ENGLISH	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
17	JANCY RANI. A	II M.A ENGLISH	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
18	RUBY MARIA FASTINA. K	II M.A ENGLISH	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
19	AARTHI. S	I M.A ENGLISH	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
20	DURGALAKSHMI. M	I M.A ENGLISH	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X



S.NO	STUDENT NAME	DEPARTMENT	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
			11/11/2021	12/11/2021	13/11/2021	15/11/2021	16/11/2021	17/11/2021	19/11/2021	20/11/2021	22/11/2021	23/11/2021	24/11/2021	25/11/2021	29/11/2021	30/11/2021	01/12/2021	2/12/2021	3/12/2021	6/12/2021	7/12/2021	8/12/2021
21	ELAKKIYA. C	I.M.A ENGLISH	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
22	JENIFERRANI. J	I.M.A ENGLISH	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
23	JOSEPHINE ANISHA. A	I.M.A ENGLISH	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
24	KALAIVANI. T	I.M.A ENGLISH	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
25	KIRUTHIKA MARY. S	I.M.A ENGLISH	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
26	SENGOL INFANTA. D	I.M.A ENGLISH	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
27	AARTHI. G	I.B. Com	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
28	ABIRAMIL. S	I.B. Com	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
29	AISHWARYA. J	I.B. Com	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
30	NANDHINI. S	I.B. Com	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
31	SRIDEVI. S	I.B. Com	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
32	NARMADHA. N	III B.BA	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
33	GIRIJA. S	II B.BA	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
34	ANTHONY DENSILIN. S	I.B. Sc MATHEMATICS	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
35	JEGAJOTHI. R	I.B. Sc MATHEMATICS	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
36	MONISHA. M	I.B. Sc MATHEMATICS	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
37	PAVITHRA. B	I.B. Sc MATHEMATICS	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
38	PHUVANIYA. L	I.B. Sc MATHEMATICS	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
39	SATHYA. K	I.B. Sc MATHEMATICS	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
40	SUBHASHINI. S	I.B. Sc MATHEMATICS	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X



S.NO	STUDENT NAME	DEPARTMENT
41	VAISHNAVI. P	I B. Sc MATHEMATICS
42	VAISHNAVI. R	I B. Sc MATHEMATICS
43	AKIL JEFERIN NIROSHINI. S	I B. Sc MICROBIOLOGY
44	ARULMOZHI. D	I B. Sc MICROBIOLOGY
45	DEVISRI. S	I B. Sc MICROBIOLOGY
46	DHARSHINI. P	I B. Sc MICROBIOLOGY
47	HASINI. K	I B. Sc MICROBIOLOGY
48	ANUSHIYA. S	II B. Sc MICROBIOLOGY
49	GAYATHRI. S	II B. Sc MICROBIOLOGY
50	JAI PRIYA. S	II B. Sc MICROBIOLOGY
51	KAVITHA. T	II B. Sc MICROBIOLOGY
52	KERTIANA. M	II B. Sc MICROBIOLOGY

(20)

(19)

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(17)

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(17)

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(19)

(18)

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S.NO	STUDENT NAME	DEPARTMENT	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40
			9/12/2021	10/12/2021	11/12/2021	13/12/2021	14/12/2021	15/12/2021	16/12/2021	17/12/2021	20/12/2021	21/12/2021	27/12/2021	28/12/2021	29/12/2021	30/12/2021	03/01/2022	04/01/2022	TOTAL NO OF HOURS ATTENDED	REMARKS		
1	ANBARASI. K	III B.A ENGLISH	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	36			
2	JAYACHITHRA. M	III B.A ENGLISH	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	36			
3	JEEVADAYANAPRIYA. P	III B.A ENGLISH	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	34			
4	PRIVADHARSHINI. V	III B.A ENGLISH	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	32			
5	SIVASAKTHI. P	III B.A ENGLISH	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	35			
6	VINOSIVA. S	III B.A ENGLISH	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	35			
7	AGALYA. M	II B.A ENGLISH	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	36			
8	AKALYA. A	II B.A ENGLISH	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	35			
9	GAYATHRI. R	II B.A ENGLISH	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	34			
10	JEEVITHA. R	II B.A ENGLISH	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	36			
11	JESSYGRACY. A	II B.A ENGLISH	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	32			
12	SIVASAKTHI. C	II B.A ENGLISH	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	35			
13	SNEKA. V	II B.A ENGLISH	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	36			
14	ANITHA. R	I B.A ENGLISH	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	35			
15	GOBIKA. M	I B.A ENGLISH	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	36			
16	KEERTHANA. P	I B.A ENGLISH	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	34			
17	JANCY RANI. A	II M.A ENGLISH	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	28			
18	RUBY MARIA FASTINA. K	II M.A ENGLISH	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	35			
19	AARTHI. S	I M.A ENGLISH	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	36			
20	DURGALAKSHMI. M	I M.A ENGLISH	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	36			



S.NO	STUDENT NAME	DEPARTMENT	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40
			9/12/2021	10/12/2021	11/12/2021	13/12/2021	14/12/2021	15/12/2021	16/12/2021	17/12/2021	20/12/2021	21/12/2021	27/12/2021	28/12/2021	29/12/2021	30/12/2021	03/01/2022	04/1/2022	TOTAL NO OF HOURS ATTENDED	REMARKS		
21	ELAKKIYA. C	I.M.A ENGLISH	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	36			
22	JENIFERRANI. J	I.M.A ENGLISH	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	36			
23	JOSEPHINE ANISHA. A	I.M.A ENGLISH	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	36			
24	KALAIVANI. T	I.M.A ENGLISH	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	36			
25	KIRUTHIKA MARY. S	I.M.A ENGLISH	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	36			
26	SENGOL INFANTA. D	I.M.A ENGLISH	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	36			
27	AARTHI. G	I.B. Com	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	36			
28	ABIRAMI. S	I.B. Com	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	36			
29	AISHWARYA. J	I.B. Com	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	36			
30	NANDHINI. S	I.B. Com	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	36			
31	SRIDEVI. S	I.B. Com	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	35			
32	NARMADHA. N	III B.BA	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	34			
33	GIRIJA. S	II B.BA	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	31			
34	ANTHONY DENSILIN. S	I.B. Sc MATHEMATICS	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	36			
35	JEGAJOTHI. R	I.B. Sc MATHEMATICS	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	29			
36	MONISHA. M	I.B. Sc MATHEMATICS	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	34			
37	PAVITHRA. B	I.B. Sc MATHEMATICS	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	34			
38	PHUVANIYA. L	I.B. Sc MATHEMATICS	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	36			
39	SATHYA. K	I.B. Sc MATHEMATICS	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	33			
40	SUBHASHINI. S	I.B. Sc MATHEMATICS	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	34			





ARPUTHA COLLEGE OF ARTS & SCIENCE

(Affiliated to Bharathidasan University)
Arputha Nagar, Vamban - 622 303. Alangudi (T.k), Pudukkottai (Dt)

www.arputhacollege.in

Date : 19.01.2022

**DEPARTMENT OF ENGLISH
CERTIFICATE COURSE – [2021-2022]
ENGLISH FOR PERSONNEL MANAGEMENT
COURSE BRIEF REPORT WITH PHOTO**

The Department of English at Arputha College of Arts and Science organized a specialized certificate course on "English for Personnel Management" during the academic year 2021-2022. The course aimed to provide students with essential communication skills and language proficiency required for effective personnel management in diverse professional settings.

Course Duration

The "English for Personnel Management" certificate course was conducted over a total of 36 hours. Students participated in three-hour interactive sessions to ensure comprehensive learning.

Enrollment Statistics

A total of 52 students enthusiastically enrolled in the "English for Personnel Management" certificate course. The participants consisted of undergraduate and postgraduate students enhance their communication abilities for personnel management roles.

Course Overview

The "English for Personnel Management" certificate course provided students with practical knowledge and strategies to effectively communicate in personnel management contexts. The course was started on 11.11.2021 and ended on 04.01.2022. The curriculum was thoughtfully designed to cover various aspects of communication in human resource management and personnel administration.

Course Coordinator

The Academic Council members appointed Mr. J. Yabesh Praveen as the course coordinator for the "English for Personnel Management" Certificate Course.

Teaching Methodology

The "English for Personnel Management" certificate course utilized a dynamic teaching methodology to foster active learning. Instructors employed a combination of interactive lectures, role-plays and group discussions to provide practical experience in various personnel management communication scenarios. The course also featured guest lectures from experienced HR professionals, providing valuable insights and real-world perspectives.

Certificate Criteria

The course required students to attend a total of 36 hours of instruction. Notably, students who attended more than or equal to 28 hours of the course were eligible to receive a certificate of completion.

Certificate Distribution

At the successful completion of the "English for Personnel Management" certificate course, all 52 participants demonstrated commendable language proficiency and received their well-deserved certificates of accomplishment.

Finally, the "English for Personnel Management" certificate course during the academic year 2021-2022 was a resounding success. The course effectively equipped students with vital communication skills necessary for personnel management in today's competitive professional landscape. The enthusiastic enrollment and successful certification of all 52 participants demonstrated the course's efficacy and its valuable contribution to preparing students for rewarding careers in human resource management and personnel administration.





ARPUTHA COLLEGE OF ARTS AND SCIENCE

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Arputha Nagar, Vamban, Pudukkottai - 622 303

DEPARTMENT OF ENGLISH
CERTIFICATE COURSE ASSESSMENT
ENGLISH FOR PERSONNEL MANAGEMENT (2021-2022)

Subject Code: 21ENCCEPM

Semester: Odd

Class:

Duration: 1 hr.

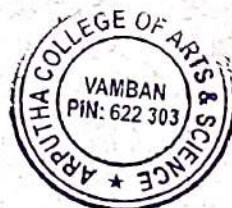
Name:

Reg. No:

Answer ALL Questions:

25x2=50

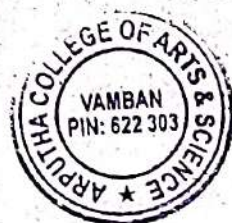
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2. What are key terminologies and vocabulary important for in HR and personnel management?
 - a) To impress colleagues with technical jargon
 - b) To make HR processes more complex
 - c) To facilitate clear and effective communication
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 - a) Novels
 - b) Poetry
 - c) Emails
 - d) Science fiction
4. Which of the following is NOT typically used for business writing in HR?
 - a) Memos
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5. Why is it important to communicate HR policies and procedures clearly and accurately?
 - a) To confuse employees
 - b) To ensure compliance and understanding
 - c) To keep policies a secret
 - d) To save time and effort for HR professionals
6. What are interviewing techniques used for in personnel management?
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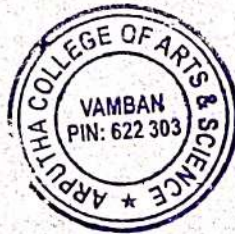
- b) To effectively evaluate and select candidates
 - c) To avoid hiring altogether
 - d) To make candidates uncomfortable
7. When should job offers be communicated to candidates?
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8. What is behavioral-based interviewing?
- a) Asking candidates to perform physical tasks during interviews
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11. How often should performance evaluations be conducted?
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12. Why are effective job descriptions and person specifications important in HR?
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13. What is the purpose of performance evaluations?
- a) To praise employees without providing feedback
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 - c) To avoid assessing employee performance
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14. When should employee contracts and agreements be prepared?
- a) Only when legal action is taken against an employee
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 - d) Only for senior management



15. Why are HR policies, procedures, and employee handbooks important?
- a) To keep employees in the dark
 - b) To create confusion among staff
 - c) To provide clear guidelines and expectations
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16. What role does communication play in conflict resolution?
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- a) By avoiding them
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21. What is the purpose of designing training materials for personnel development?
- a) To confuse employees
 - b) To make training less effective
 - c) To facilitate employee growth and learning
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22. How can training sessions be delivered effectively?
- a) By speaking in a monotone voice
 - b) By reading from slides without engaging participants
 - c) By delivering engaging and interactive sessions
 - d) By avoiding eye contact with participants
23. Why is evaluating training impact and collecting feedback important?
- a) To avoid any changes in the training program



- b) To ensure training effectiveness and make improvements
 - c) To blame employees for not learning
 - d) To avoid communication with participants
24. What is the purpose of evaluating training impact and collecting feedback?
- a) To avoid making improvements to training programs
 - b) To ensure training effectiveness and make necessary adjustments
 - c) To discourage employees from attending future training sessions
 - d) To blame trainers for any issues
25. How can career development opportunities and advancement paths be communicated effectively?
- a) By keeping them a secret
 - b) By discouraging employees from seeking advancement
 - c) By clearly communicating options and requirements
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DEPARTMENT OF ENGLISH
CERTIFICATE COURSE ASSESSMENT
ENGLISH FOR PERSONNEL MANAGEMENT (2021-2022)
ANSWER KEY
Subject Code: 21ENCCEPM

1. b) It improves understanding and collaboration among employees.
2. c) To facilitate clear and effective communication
3. c) Emails
4. c) Novels
5. b) To ensure compliance and understanding
6. b) To effectively evaluate and select candidates
7. d) After careful evaluation and decision-making
8. c) Asking candidates about their past behavior to predict future performance
9. c) Clearly and professionally
10. c) To help them understand their strengths and areas for development
11. c) Regularly, as part of ongoing performance management
12. c) To facilitate recruitment and selection processes
13. b) To measure employee performance and provide feedback for improvement
14. b) Before an employee is hired
15. c) To provide clear guidelines and expectations
16. c) It can help de-escalate and resolve conflicts.
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22. c) By delivering engaging and interactive sessions
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24. b) To ensure training effectiveness and make necessary adjustments
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DEPARTMENT OF ENGLISH CERTIFICATE COURSE ASSESSMENT

ENGLISH FOR PERSONNEL MANAGEMENT (2021-2022)

Subject Code: 21ENCCEPM

Class: I - B - SC - MATHEMATICS

Name: VAISHNAVI R

Semester: Odd

Duration: 1 hr.

Reg. No: CB215381681

Answer ALL Questions:

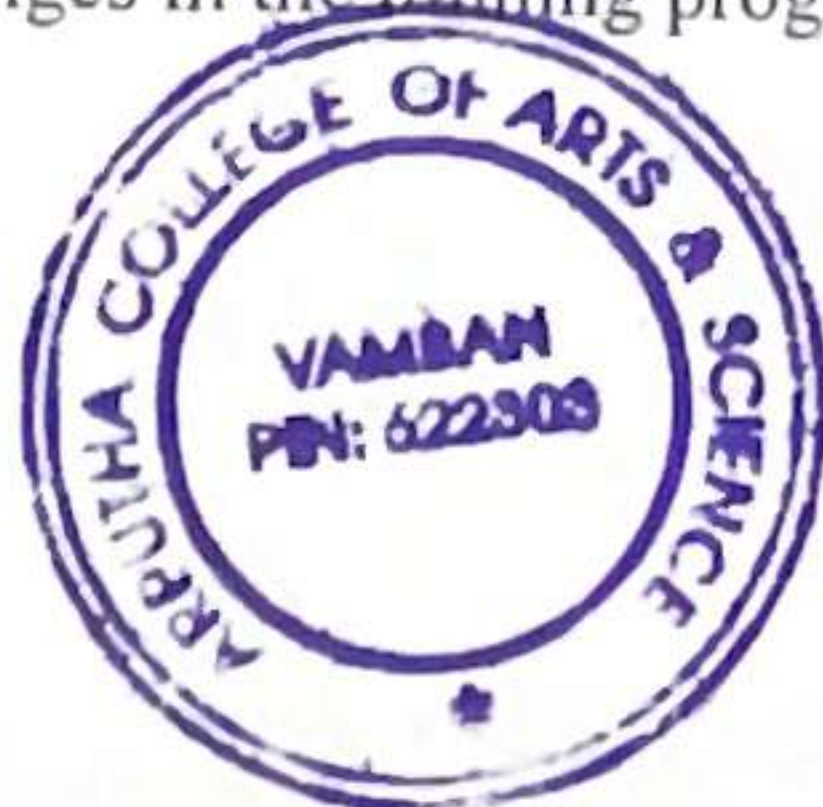
25x2=50

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- b) To effectively evaluate and select candidates ✓
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DEPARTMENT OF ENGLISH CERTIFICATE COURSE ASSESSMENT ENGLISH FOR PERSONNEL MANAGEMENT (2021-2022)

Subject Code: 21ENCCEPM

Semester: Odd

Class: I.B.Com

Duration: 1 hr.

Name: SRIDEVI.S

Reg. No: CB21C8007

Answer ALL Questions:

25x2=50

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DEPARTMENT OF ENGLISH CERTIFICATE COURSE ASSESSMENT

ENGLISH FOR PERSONNEL MANAGEMENT (2021-2022)

Subject Code: 21ENCCEPM

Class: II - MICROBIOLOGY

Name: ANUSHYA S

Semester: Odd

Duration: 1 hr.

Reg. No: CB20541779

Answer ALL Questions:

25x2=50

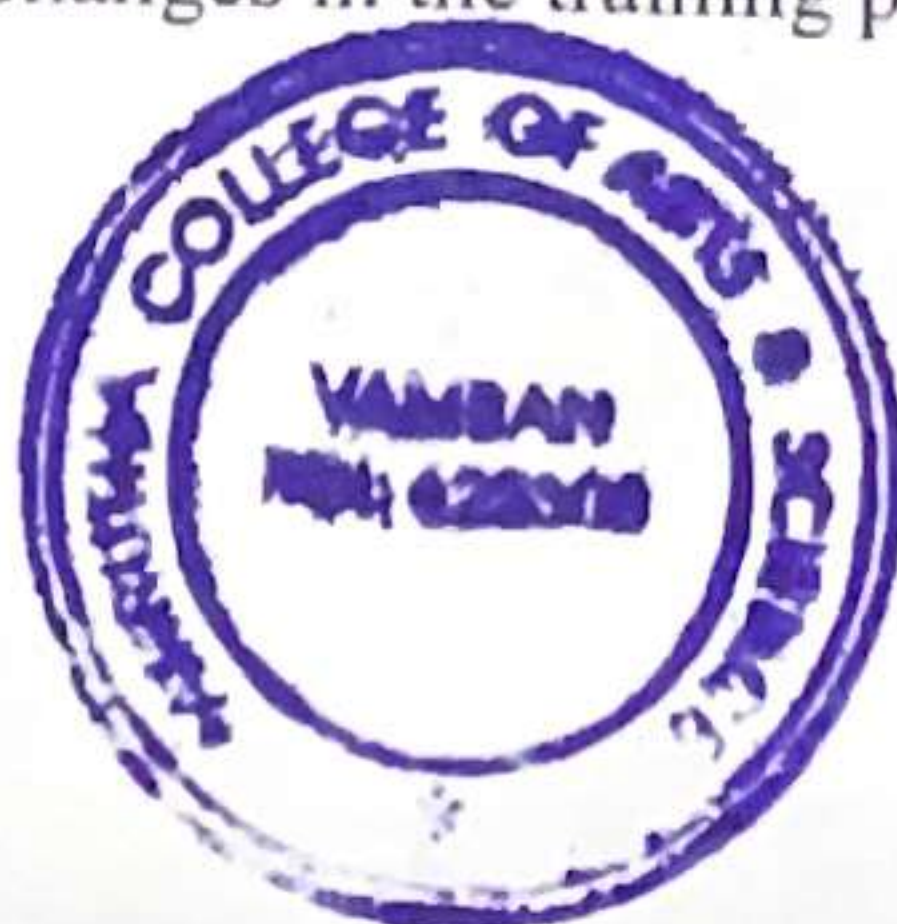
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16. What role does communication play in conflict resolution?
- a) It escalates conflicts further.
 - b) It is irrelevant in conflict resolution.
 - c) It can help de-escalate and resolve conflicts. ✓
 - d) It prolongs conflicts indefinitely.
17. What is mediation in the context of conflict resolution?
- a) Taking sides in a conflict
 - b) Facilitating communication between conflicting parties to reach a resolution ✓
 - c) Ignoring conflicts and hoping they go away
 - d) Firing employees involved in conflicts
18. How should employee grievances be addressed?
- a) By ignoring them
 - b) With empathy and sensitivity ✓
 - c) By blaming the employees
 - d) By firing the employees involved
19. What is the importance of addressing difficult conversations and managing emotions in conflict resolution?
- a) To make conflicts more intense
 - b) To avoid addressing emotions and difficult topics
 - c) To maintain professionalism and reach a resolution ✓
 - d) To assign blame for emotions
20. How should difficult conversations and emotions be managed in conflict resolution?
- a) By avoiding them
 - b) By addressing them openly and professionally ✓
 - c) By escalating conflicts
 - d) By blaming others for the emotions
21. What is the purpose of designing training materials for personnel development?
- a) To confuse employees
 - b) To make training less effective
 - c) To facilitate employee growth and learning ✓
 - d) To avoid training altogether
22. How can training sessions be delivered effectively?
- a) By speaking in a monotone voice
 - b) By reading from slides without engaging participants
 - c) By delivering engaging and interactive sessions ✓
 - d) By avoiding eye contact with participants
23. Why is evaluating training impact and collecting feedback important?
- a) To avoid any changes in the training program



- b) To ensure training effectiveness and make improvements ✓
 - c) To blame employees for not learning
 - d) To avoid communication with participants
24. What is the purpose of evaluating training impact and collecting feedback?
- a) To avoid making improvements to training programs ✓
 - b) To ensure training effectiveness and make necessary adjustments X
 - c) To discourage employees from attending future training sessions
 - d) To blame trainers for any issues
25. How can career development opportunities and advancement paths be communicated effectively?
- a) By keeping them a secret
 - b) By discouraging employees from seeking advancement
 - c) By clearly communicating options and requirements ✓
 - d) By avoiding communication with employees ✓





ARPUTHA COLLEGE OF ARTS AND SCIENCE

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Arputha Nagar, Vamban, Pudukkottai - 622 303

46/50

DEPARTMENT OF ENGLISH CERTIFICATE COURSE ASSESSMENT ENGLISH FOR PERSONNEL MANAGEMENT (2021-2022)

Subject Code: 21ENCCEPM

Class: IV - B.A. - ENGLISH

Name: ANBARASI K

Semester: Odd

Duration: 1 hr.

Reg. No: CB19A139562

Answer ALL Questions:

25x2=50

1. Why is effective communication important in personnel management?
 - a) It helps in avoiding personnel management altogether.
 - b) It improves understanding and collaboration among employees.
 - c) It increases the workload for HR professionals.
 - d) It reduces the need for HR policies.
2. What are key terminologies and vocabulary important for in HR and personnel management?
 - a) To impress colleagues with technical jargon
 - b) To make HR processes more complex
 - c) To facilitate clear and effective communication
 - d) To confuse employees
3. In the context of HR, which of the following is an example of business writing?
 - a) Novels
 - b) Poetry
 - c) Emails
 - d) Science fiction
4. Which of the following is NOT typically used for business writing in HR?
 - a) Memos
 - b) Reports
 - c) Novels
 - d) Emails
5. Why is it important to communicate HR policies and procedures clearly and accurately?
 - a) To confuse employees
 - b) To ensure compliance and understanding
 - c) To keep policies a secret
 - d) To save time and effort for HR professionals
6. What are interviewing techniques used for in personnel management?
 - a) To select employees randomly



- ☒ b) To effectively evaluate and select candidates
 - c) To avoid hiring altogether
 - d) To make candidates uncomfortable
7. When should job offers be communicated to candidates?
- a) After they've already started the job
 - b) Before evaluating their qualifications
 - c) Once HR policies have been updated
 - ☒ d) After careful evaluation and decision-making
8. What is behavioral-based interviewing?
- a) Asking candidates to perform physical tasks during interviews
 - b) Assessing a candidate's behavioral problems
 - ☒ c) Asking candidates about their past behavior to predict future performance
 - d) Conducting interviews based on the candidate's age
9. How should job offers and employment terms be communicated to candidates?
- a) In a vague and ambiguous manner
 - b) Through a third party
 - ☒ c) Clearly and professionally
 - d) Over the phone without any documentation
10. What is the purpose of providing constructive feedback to unsuccessful candidates?
- a) To discourage them from applying again
 - b) To improve their self-esteem
 - ☒ c) To help them understand their strengths and areas for development
 - d) To avoid future communication
11. How often should performance evaluations be conducted?
- a) Once every decade
 - b) Only when employees request them
 - ☒ c) Regularly, as part of ongoing performance management
 - d) Never
12. Why are effective job descriptions and person specifications important in HR?
- a) To confuse job applicants
 - b) To make job roles sound more glamorous
 - ☒ c) To facilitate recruitment and selection processes
 - d) To avoid hiring employees
13. What is the purpose of performance evaluations?
- a) To praise employees without providing feedback
 - b) To measure employee performance and provide feedback for improvement
 - c) To avoid assessing employee performance
 - ☒ d) To terminate employment immediately
14. When should employee contracts and agreements be prepared?
- a) Only when legal action is taken against an employee
 - ☒ b) Before an employee is hired
 - c) After an employee leaves the company
 - d) Only for senior management

15. Why are HR policies, procedures, and employee handbooks important?
- a) To keep employees in the dark
 - b) To create confusion among staff
 - c) To provide clear guidelines and expectations
 - d) To avoid communicating with employees
16. What role does communication play in conflict resolution?
- a) It escalates conflicts further.
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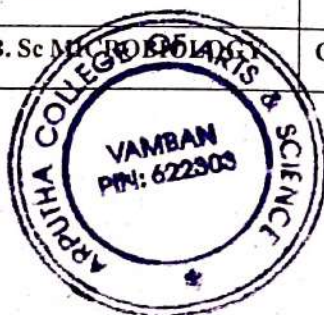
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ARPUTHA NAGAR, VAMBAN – 622 303.

DEPARTMENT OF ENGLISH
CERTIFICATE COURSE – (2021-2022)
ENGLISH FOR PERSONNEL MANAGEMENT
STUDENTS MARK LIST


S.NO	STUDENT NAME	DEPARTMENT	REG. NO	MAXIMUM MARKS	MARKS OBTAINED
1	ANBARASI. K	III B.A ENGLISH	CB19A 139562	50	46
2	JAYACHITHRA. M	III B.A ENGLISH	CB19A 139565	50	38
3	JEEVA DAYANA PRIYA. P	III B.A ENGLISH	CB19A 139566	50	44
4	PRIYADHARSHINI. V	III B.A ENGLISH	CB19A 139570	50	36
5	SIVASAKTHI. P	III B.A ENGLISH	CB19A 139573	50	38
6	VINOSIYA. S	III B.A ENGLISH	CB19A 139577	50	34
7	AGALYA. M	II B.A ENGLISH	CB20A 144556	50	34
8	AKALYA. A	II B.A ENGLISH	CB20A 144557	50	36
9	GAYATHRI. R	II B.A ENGLISH	CB20A 144558	50	34
10	JEEVITHA. R	II B.A ENGLISH	CB20A 144559	50	36
11	JESSYGRACY. A	II B.A ENGLISH	CB20A 144560	50	34
12	SIVASAKTHI. C	II B.A ENGLISH	CB20A 144562	50	38
13	SNEKA. V	II B.A ENGLISH	CB20A 144563	50	36
14	ANITHA. R	I B.A ENGLISH	CB21A 147515	50	40
15	GOBIKA. M	I B.A ENGLISH	CB21A 147517	50	42
16	KEERTHANA. P	I B.A ENGLISH	CB21A 147519	50	36
17	JANCY RANI. A	II M.A ENGLISH	P 20053102	50	42
18	RUBY MARIA FASTINA. K	II M.A ENGLISH	P 20053106	50	44



ON.S	STUDENT NAME	DEPARTMENT	REG. NO	MAXIMUM MARKS	MARKS OBTAINED
19	AARTHI. S	I M.A ENGLISH	P 21052325	50	40
20	DURGALAKSHMI. M	I M.A ENGLISH	P 21052326	50	34
21	ELAKKIYA. C	I M.A ENGLISH	P 21052327	50	38
22	JENIFERRANI. J	I M.A ENGLISH	P 21052328	50	38
23	JOSEPHINE ANISHA. A	I M.A ENGLISH	P 21052329	50	34
24	KALAIIVANI. T	I M.A ENGLISH	P 21052330	50	38
25	KIRUTHIKA MARY. S	I M.A ENGLISH	P 21052331	50	40
26	SENGOL INFANTA. D	I M.A ENGLISH	P 21052332	50	36
27	AARTHI. G	I B. Com	CB21C 79983	50	34
28	ABIRAMI. S	I B. Com	CB21C 79984	50	38
29	AISHWARYA. J	I B. Com	CB21C 79985	50	36
30	NANDHINI. S	I B. Com	CB21C 80003	50	36
31	SRIDEVI. S	I B. Com	CB21C 80007	50	40
32	NARMADHA. N	III B.BA	CB19B 220024	50	36
33	GIRIJA. S	II B.BA	CB20B 21750	50	40
34	ANTHONY DENSILIN. S	I B. Sc MATHEMATICS	CB21S 381670	50	42
35	JEGAJOTHI. R	I B. Sc MATHEMATICS	CB21S 381671	50	36
36	MONISHA. M	I B. Sc MATHEMATICS	CB21S 381674	50	42
37	PAVITHRA. B	I B. Sc MATHEMATICS	CB21S 381675	50	36
38	PHUVANIYA. L	I B. Sc MATHEMATICS	CB21S 381676	50	40
39	SATHYA. K	I B. Sc MATHEMATICS	CB21S 381678	50	40
40	SUBHASHINI. S	I B. Sc MATHEMATICS	CB21S 381679	50	36
41	VAISHNAVI. P	I B. Sc MATHEMATICS	CB21S 381680	50	36
42	VAISHNAVI. R	I B. Sc MATHEMATICS	CB21S 381681	50	46
43	AKIL JEFRI NIROSHINI. S	I B. Sc MICROBIOLOGY	CB21S 412879	50	34
44	ARULMOZHI. D	I B. Sc MICROBIOLOGY	CB21S 412881	50	38
45	DEVISRI. S	I B. Sc MICROBIOLOGY	CB21S 412883	50	44



S.NO	STUDENT NAME	DEPARTMENT	REG. NO	MAXIMUM MARKS	MARKS OBTAINED
46	DHARSHINI. P	I B. Sc MICROBIOLOGY	CB21S 412885	50	38
47	HASINI. K	I B. Sc MICROBIOLOGY	CB21S 412887	50	34
48	ANUSHIYA. S	II B. Sc MICROBIOLOGY	CB20S 411779	50	46
49	GAYATHRI. S	II B. Sc MICROBIOLOGY	CB20S 411781	50	38
50	JAIPRIYA. S	II B. Sc MICROBIOLOGY	CB20S 411783	50	34
51	KAVITHA. T	II B. Sc MICROBIOLOGY	CB20S 411786	50	40
52	KEERTHANA. M	II B. Sc MICROBIOLOGY	CB20S 411788	50	36


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SKILL DEVELOPMENT PROGRAMME

Certificate - Course

Certificate

SUBCODE: 21ENCCEPM

This is to certify that VAISHNAVI R
of T-BSC-MATHEMATICS has completed certificate Course on
ENGLISH FOR PERSONAL MANAGEMENT conducted by the Department of
..... during 2021-2022 / ADD Semester.


Course
Co-Ordinator

COURES CO-ORDINATOR
Arputha College of Arts and Science
Arputha Nagar, Vamban,
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SKILL DEVELOPMENT PROGRAMME

Certificate - Course

Certificate

SUB CODE : 21ENCCEPM

This is to certify thatANBARASI.K.....

ofB.A. ENGLISH..... has completed certificate Course on

ENGLISH FOR PERSONNEL MANAGEMENT conducted by the Department of

.....during 2021-2022/ODD..... Semester.


Course
Co-Ordinator

COURSE CO-ORDINATOR
Arputha College of Arts and Science
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Pudukkottai (Dt) - 622 303


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Department

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SKILL DEVELOPMENT PROGRAMME

Certificate - Course

Certificate

SUB CODE : 21ENCCEPM

This is to certify that ANUSHIVA.S

of II - MICROBIOLOGY has completed certificate Course on

ENGLISH FOR PERSONNEL MANAGEMENT Conducted by the Department of

..... during 2021-2022/O.R.D. Semester.

Rajar
Course
Co-Ordinator

COURSE CO-ORDINATOR
Arputha College of Arts and Science
Arputha Nagar, Vamban,
Pudukkottai (DT) - 622 303

Sr. Carol
Head of the
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PUDUKKOTTAI - (DT).

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Prakash
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SKILL DEVELOPMENT PROGRAMME

Certificate - Course

Certificate

SUBCODE: CIENCEBPM

This is to certify that SRIDEVI, S.

of I. B. COM. has completed certificate Course on

ENGLISH FOR PERSONNEL MANAGEMENT conducted by the Department of

..... during 2021-2022 / ODD Semester.

Sripa
Course
Co-Ordinator

COURSE CO-ORDINATOR
Arputha College of Arts and Science
Arputha Nagar, Vamban,
Pudukkottai (Dt) - 622 303.

Sr. Carmel
Head of the
Department

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PUDUKKOTTAI - (DT).

Principal

Prasanna
PRINCIPAL

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Arputha Nagar, Vamban - 622 303, Alangudi (Tk), Pudukkottai (Dt).

An Invitation

from

THE DEPARTMENT OF ENGLISH

for

The Inaugural Function of Certificate Course

on

SPOKEN ENGLISH

DATE : 23rd March 2022

PLACE : Auditorium

TIME : 1 p.m. - 2 p.m.

COURSE COORDINATOR

Ms. V. UTHAYABHARATHI

MEMBERS OF THE PROGRAMME

Dr. P. KUMARESAN

Sr. A. MARY DENCY

Mr. R. SATHIYAMOORTHY

Mr. J. YABESHPRAVEEN

Welcome All





ARPUTHA COLLEGE OF ARTS & SCIENCE

(Affiliated to Bharathidasan University)

Arputha Nagar, Vamban - 622 303. Alangudi (T.k), Pudukkottai (Dt)

www.arputhacollege.in

Date :

DEPARTMENT OF ENGLISH
CERTIFICATE COURSE (2021-2022)
SPOKEN ENGLISH
SYLLABUS

Total Hrs.: 38 Hrs.

Objectives:

Upon successful completion of the Spoken English course, participants will be able to:

- Improve Pronunciation and Fluency
- Expand Vocabulary and Idiomatic Expressions
- Build Confidence in Speaking
- Enhance Listening Skills
- Engage in Everyday Conversations

UNIT 1

Parts of Speech - Synonyms and their uses, Antonyms and their uses.

UNIT 2

Tenses and Articles

UNIT 3

Types of Sentences and Sentence Patterns.

UNIT 4

Conversations- Greetings- Introducing Oneself – Making Request -Seeking Permission- Complimenting and Congratulating – Using English in Real Life - Situations.

UNIT 5

Phonemes: Consonants-Vowels and Diphthongs – Phonetic Transcription of Words and Sentences - Intonation: Rising Tone- Falling Tone- Syllables and CVC Pattern - Rules for Word Accents.

REFERENCES:

1. Bansal R.K. and Harrison J.B. Spoken English for India.
2. Katamba, F. An Introduction to Phonology, Longman, 1989.
3. Bygate, M. Speaking Oxford: Oxford University Press.
4. K.S. Smitha Annie Pothen, English conversational Practice. Sterling Publication Pvt.Ltd.
5. Geoffrey Leech, Margaret Dueshar. English Grammar Today.
6. W.S. Allen, Living English structure.
7. Thomson and Martinet. Practical English Grammar, OUP, 1986.





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DEPARTMENT OF ENGLISH
CERTIFICATE COURSE - [2021-2022]
ENGLISH FOR PERSONNEL MANAGEMENT
STUDENTS NAME LIST

Time: 1.00 PM to 2.00 PM

Duration: 36 Hrs.

S.NO	STUDENT NAME	DEPARTMENT	REG. NO	SIGNATURE
1	ANBARASI. K	III B.A ENGLISH	CB19A 139562	S. Anbukkasi
2	JAYACHITHRA. M	III B.A ENGLISH	CB19A 139565	M. Jayachithra
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4	PRIYADHARSHINI. V	III B.A ENGLISH	CB19A 139570	V. Priyadharshini
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12	SIVASAKTHI. C	II B.A ENGLISH	CB20A 144562	Sivasakthi
13	SNEEKA. V	II B.A ENGLISH	CB20A 144563	V. Sneeka
14	ANITHA. R	I B.A ENGLISH	CB21A 147515	R. Anitha
15	GOBIKA. M	I B.A ENGLISH	CB21A 147517	Gobika M
16	KEERTHANA. P	I B.A ENGLISH	CB21A 147519	Keerthana
17	JANCY RANI. A	II M.A ENGLISH	P 20053102	A. Jancy Rani
18	RUBY MARIA FASTINA. K	II M.A ENGLISH	P 20053106	K. Ruby Maria Fastina




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22	JENIFERRANI. J	I M.A ENGLISH	P 21052328	J. Jeny
23	JOSEPHINE ANISHA. A	I M.A ENGLISH	P 21052329	A. Josephine
24	KALAIVANI. T	I M.A ENGLISH	P 21052330	T. Kalai
25	KIRUTHIKA MARY. S	I M.A ENGLISH	P 21052331	S. Kiruthika
26	SENGOL INFANTA. D	I M.A ENGLISH	P 21052332	P. Sengol Infanta
27	AARTHI. G	I B. Com	CB21C 79983	Aarthi
28	ABIRAMI. S	I B. Com	CB21C 79984	ABIRAMI
29	AISHWARYA. J	I B. Com	CB21C 79985	J. Aishwarya
30	NANDHINI. S	I B. Com	CB21C 80003	Nanthini. S
31	SRIDEVI. S	I B. Com	CB21C 80007	S. Sridevi
32	NARMADHA. N	III B.BA	CB19B 220024	Narmadha
33	GIRIJA. S	II B.BA	CB20B 21750	S. Girija
34	ANTHONY DENSILIN. S	I B. Sc MATHEMATICS	CB21S 381670	Anthony Densilin
35	JEGAJOTHI. R	I B. Sc MATHEMATICS	CB21S 381671	Jegajothi. R
36	MONISHA. M	I B. Sc MATHEMATICS	CB21S 381674	M. Monisha
37	PAVITHRA. B	I B. Sc MATHEMATICS	CB21S 381675	Pavithra
38	PHUVANIYA. L	I B. Sc MATHEMATICS	CB21S 381676	Phuvaniya. L
39	SATHYA. K	I B. Sc MATHEMATICS	CB21S 381678	K. Sathya
40	SUBHASHINI. S	I B. Sc MATHEMATICS	CB21S 381679	S. Subhashini
41	VAISHNAVI. P	I B. Sc MATHEMATICS	CB21S 381680	Vaishnavi
42	VAISHNAVI. R	I B. Sc MATHEMATICS	CB21S 381681	Vaishnavi
43	AKIL JEFRI NIROSHINI. S	I B. Sc MICROBIOLOGY	CB21S 412879	AKIL JEFRI NIRO
44	ARULMOZHI. D	I B. Sc MICROBIOLOGY	CB21S 412881	A. Arulmozhi
45	DEVISRI. S	I B. Sc MICROBIOLOGY	CB21S 412883	S. Devisri




Principal
ARPUTHA COLLEGE OF ARTS & SCIENCES
VAMBAN - 622 303.

S.NO	STUDENT NAME	DEPARTMENT	REG. NO	SIGNATURE
46	DHARSHINI. P	I B. Sc MICROBIOLOGY	CB21S 412885	P. Dharshini
47	HASINI. K	I B. Sc MICROBIOLOGY	CB21S 412887	K. Hasini
48	ANUSHIYA. S	II B. Sc MICROBIOLOGY	CB20S 411779	S. Anushiya
49	GAYATHRI. S	II B. Sc MICROBIOLOGY	CB20S 411781	G. Gayathri S
50	JAIPRIYA. S	II B. Sc MICROBIOLOGY	CB20S 411783	S. Jaipriya
51	KAVITHA. T	II B. Sc MICROBIOLOGY	CB20S 411786	T. KAVITHA
52	KEERTHANA. M	II B. Sc MICROBIOLOGY	CB20S 411788	M. Keerthana


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 VAMBAN - 622 303.

S.NO	STUDENT NAME	DEPARTMENT																				
			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
18	T. KEERTHANA	I-B.A ENGLISH	23/03/2022																			
19	M. SATHYA	I-B.A ENGLISH	24/03/2022																			
20	S. CATHERIN USHA	I-B.COM																				
21	T. DEEPA	I-B.COM																				
22	R. ELAKKIYA	I-B.COM																				
23	M. FLORA	I-B.COM																				
24	A. JOSEPHINE	I-B.COM																				
25	V. JULIAN	I-B.COM																				
26	M. KIRUTHIKA	I-B.COM																				
27	MAHALAKSHMI	I-B.COM																				
28	G. MARIKANNU	I-B.COM																				
29	A. MARIYASERINA	I-B.COM																				
30	A. MEKRINA	I-B.COM																				
31	X. MERLISA	I-B.COM																				
32	D. MONISHA	I-B.COM																				
33	S. NANDHINI	I-B.COM																				
34	S. ROSELIN RABEKA	I-B.COM																				
35	P. SHARMILA	I-B.COM																				
36	A. SOWMIYA	I-B.COM																				
37	S. SRIDEVI	I-B.COM																				
38	G. THANALASHMI	I-B.COM																				
39	K. VIDHYA	I-B.COM																				
40	S. AKIL JEFIRIN NIROSHINI	I-B.Sc MICROBIOLOGY																				
41	A. ARTHI	I-B.Sc MICROBIOLOGY																				
42	D. ARULMOZHI	I-B.Sc MICROBIOLOGY																				



S.NO	STUDENT NAME	DEPARTMENT	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
43	G. BAGAMI PRIYA	I-B.Sc MICROBIOLOGY	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
44	P. DHANUSRI	I-B.Sc MICROBIOLOGY	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
45	P. DHARSHINI	I-B.Sc MICROBIOLOGY	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
46	S. ALVINA	I-B.A TAMIL	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
47	K. ANANTHI	I-B.A TAMIL	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
48	R. KEERTHANA	I-B.A TAMIL	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
49	P. KRISHNAVENI	I-B.A TAMIL	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
50	C. MEGALA	I-B.A TAMIL	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
51	R. MOWNIKA	I-B.A TAMIL	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
52	J. NANCY ANTONY	I-B.A TAMIL	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
53	T. PRIYADHARSHINI	I-B.A TAMIL	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
54	C. SELVARANI	I-B.A TAMIL	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
55	M. SHALINI	I-B.A TAMIL	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
56	G. SRILEGA	I-B.A TAMIL	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X





ARPUTHA COLLEGE OF ARTS AND SCIENCE - VAMBAN
(Affiliated to Bharathidasan University - Tiruchirappalli)

DEPARTMENT OF ENGLISH
CERTIFICATE COURSE-(2021-2022)
SPOKEN ENGLISH
STUDENTS' ATTENDANCE

Duration: 38 Hrs

S.NO	STUDENT NAME	DEPARTMENT	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	TOTAL NO. OF HOURS ATTENDED	REMARKS
1	M. ABINAYA	I-B.Sc COMPUTER SCIENCE	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	37	
2	P. ABINAYA	I-B.Sc COMPUTER SCIENCE	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	35	
3	M. ABISANKARI	I-B.Sc COMPUTER SCIENCE	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	38	
4	M. ABIZHARASI	I-B.Sc COMPUTER SCIENCE	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	38	
5	S. DHANUSA	I-B.Sc COMPUTER SCIENCE	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	37	
6	K. GOKULAPRIYA	I-B.Sc COMPUTER SCIENCE	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	36	
7	M. JANANI	I-B.Sc COMPUTER SCIENCE	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	38	
8	J. JOSEPHIN MARY	I-B.Sc COMPUTER SCIENCE	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	36	
9	M. KAVIYA	I-B.Sc COMPUTER SCIENCE	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	34	
10	L. LIGEE	I-B.Sc COMPUTER SCIENCE	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	37	
11	A. PAHAM PRIYAL	I-B.Sc COMPUTER SCIENCE	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	34	
12	K. PANDESHWARI	I-B.Sc COMPUTER SCIENCE	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	35	
13	S. THILAGA	I-B.Sc COMPUTER SCIENCE	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	38	
14	R. ANITHA	I-B.A ENGLISH	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	36	
15	V. CHITHRA	I-B.A ENGLISH	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	34	
16	M. GOBIKA	I-B.A ENGLISH	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	36	
17	F. JOSPHINE NIRMALA	I-B.A ENGLISH	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	30	



S.NO	STUDENT NAME	DEPARTMENT		
18	T. KEERTHANA	I-B.A ENGLISH	23/04/2022	21
19	M. SATHYA	I-B.A ENGLISH	25/04/2022	22
20	S. CATHERIN USHA	I-B.COM	26/04/2022	23
21	T. DEEPA	I-B.COM	27/04/2022	24
22	R. ELAKKIYA	I-B.COM	28/04/2022	25
23	M. FLORA	I-B.COM	29/04/2022	26
24	A. JOSEPHINE	I-B.COM	02/05/2022	27
25	V. JULIAN	I-B.COM	03/05/2022	28
26	M. KIRUTHIKA	I-B.COM	04/05/2022	29
27	MAHALAKSHMI	I-B.COM	05/05/2022	30
28	G. MARIKANNU	I-B.COM	06/05/2022	31
29	A. MARIYASERINA	I-B.COM	07/05/2022	32
30	A. MEKRINA	I-B.COM	10/05/2022	33
31	X. MERLISA	I-B.COM	11/05/2022	34
32	D. MONISHA	I-B.COM	12/05/2022	35
33	S. NANDHINI	I-B.COM	13/05/2022	36
34	S. ROSELIN RABEKA	I-B.COM	16/05/2022	37
35	P. SHARMILA	I-B.COM	17/05/2022	38
36	A. SOWMIYA	I-B.COM		39
37	S. SRIDEVI	I-B.COM		40
38	G. THANALAKSHMI	I-B.COM		41
39	K. VIDHYA	I-B.COM		42
40	S. AKIL JEFIRIN NIROSHINI	I-B.Sc MICROBIOLOGY		
41	A. ARTHI	I-B.Sc MICROBIOLOGY		
42	D. ARULMOZHII	I-B.Sc MICROBIOLOGY		
			TOTAL NO. OF HOURS ATTENDED	
			REMARKS	





PRINCIPAL
ARPUTHA COLLEGE OF ARTS & SCIENCE
VAMBAN - 622 303.

HEAD OF THE DEPARTMENT
DEPARTMENT OF ENGLISH
ARPUTHA COLLEGE OF ARTS & SCIENCE
PUDUKKOTTAI - (DT).

S.NO	STUDENT NAME	DEPARTMENT	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	TOTAL NO. OF HOURS ATTENDED	REMARKS
43	G. BAGAM PRIYA	I-B.Sc MICROBIOLOGY	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	34	
44	P. DHANUSRI	I-B.Sc MICROBIOLOGY	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	33	
45	P. DHARSHINI	I-B.Sc MICROBIOLOGY	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	34	
46	S. ALVINA	I-B.A TAMIL	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	36	
47	K. ANANTHI	I-B.A TAMIL	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	34	
48	R. KEERTHANA	I-B.A TAMIL	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	36	
49	P. KRISHNAVENI	I-B.A TAMIL	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	36	
50	C. MEGALA	I-B.A TAMIL	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	37	
51	R. MOWNIKA	I-B.A TAMIL	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	36	
52	J. NANCY ANTONY	I-B.A TAMIL	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	35	
53	T. PRIYADHARSHINI	I-B.A TAMIL	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	35	
54	C. SELVARANI	I-B.A TAMIL	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	33	
55	M. SHALINI	I-B.A TAMIL	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	37	
56	G. SRILEGA	I-B.A TAMIL	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	38	





ARPUTHA COLLEGE OF ARTS & SCIENCE

(Affiliated to Bharathidasan University)

Arputha Nagar, Vamban - 622 303. Alangudi (T.k), Pudukkottai (Dt)

www.arputhacollege.in

Date : 31.05.2022

**DEPARTMENT OF ENGLISH
CERTIFICATE COURSE (2021-2022)
SPOKEN ENGLISH**

COURSE BRIEF REPORT WITH PHOTO

This report presents an overview of the Spoken English Certificate Course conducted at Arputha College of Arts and Science by the Department of English during the academic year 2021-2022. The course aimed to enhance students' spoken English skills, enabling them to communicate effectively in various social and professional settings. This report outlines the course's duration, enrollment figures, and the number of students who successfully completed the program and received their certificates.

Course Overview

The Spoken English Certificate Course at Arputha College of Arts and Science was designed as a comprehensive program to improve students' oral communication abilities in the English language. The course aimed to equip participants with the necessary linguistic tools and techniques required for confident and fluent expression.

Course Duration

The course was conducted over a period of 38 hours, which were spread across multiple sessions held during the academic year 2021-2022. The course was started on 23.03.2022 and ended on 17.05.2022. The duration was thoughtfully planned to accommodate the curriculum's various components while ensuring flexibility for the participants' academic commitments.

Course Coordinator

The Academic Council members appointed Ms. V. Uthayabharathi as the course coordinator for the "Spoken English" Certificate Course.

Enrollment Statistics

A total of 56 students enrolled in the Spoken English Certificate Course. This significant enrollment number indicated the students' recognition of the course's value in enhancing their language proficiency and increasing their employability prospects in a globalized job market.

Course Curriculum

The curriculum was carefully curated by the Department of English to cover essential aspects of spoken English. It included modules on pronunciation, grammar, vocabulary building, conversational skills, and public speaking. The course also emphasized real-life scenarios, allowing students to apply their learning in practical situations.

Teaching Methodology

The course was delivered using interactive teaching methods to engage students actively. Lectures, group discussions, role-playing exercises, and audio-visual aids were incorporated to create an immersive and engaging learning environment. The faculty encouraged students to communicate in English throughout the sessions, fostering a supportive atmosphere for learning and practice.

Certificate Distribution

At the end of the course, all 56 students demonstrated commendable progress and successfully fulfilled the course requirements. These dedicated students were awarded certificates of completion as recognition of their achievement and commitment to improving their spoken English skills.

Eventually, the Spoken English Certificate Course proved to be a valuable initiative for students aspiring to enhance their spoken English abilities. All 56 students successfully completing the program, the course achieved its objective of empowering students with improved communication skills.





ARPUTHA COLLEGE OF ARTS AND SCIENCE

Affiliated to Bharathidasan University, Tiruchirappalli - 24.

Arputha Nagar, Vamban, Pudukkottai - 622 303

DEPARTMENT OF ENGLISH CERTIFICATE COURSE ASSESSMENT SPOKEN ENGLISH (2021-2022)

Subject Code:17ENCCSE03

Class:

Name:

Semester:

Duration: 1 hr.

Reg. No:

I.Fill in the blanks with appropriate Preposition.

(5X2=10)

1. I usually wake up early _____ the morning
2. When you are _____ the road, obey the traffic rules.
3. I found my phone lying _____ the books.
4. Let us wait _____ Dad comes back home.
5. He left his books _____ the table.

II.Combine the sentences using Conjunctions given in the brackets.

(5x2=10)

6. You will pass. Work hard. (If)
7. I will call you. Finish my work. (When)
8. He will buy a bike. He will buy a car. (Either.... or)
9. He will cook. He will wash cloths. (Neither...or)
10. You will be late. You hurry. (Unless)

III. Write the suitable Article.

(5X2=10)

11. I saw ___ accident of ___ car.
12. She is ___ author.
13. We will meet you in ___ airport.
14. They speak ___ English with ___ French.
15. The lion killed ___ elephant.

IV. Write the suitable Article.

(5X2=10)

16. Rita became nurse.

a) S+V+O b) S+V+C c) S+V+O



17. I painted old table red.

a) S+V+O b) S+V+C c) S+V+DO+OC

18. They made her my secretary.

a) S+V+O+C b) S+V+C c) S+V+A

19. He is sleeping.

a) S+V b) S+V+A c) S+V+C

20. I teach her English.

a) S+V+O+O b) S+V+C c) S+V+IO+DO

V. Identify the Active and Passive voice

(5X2=10)

21. Praveen sir was leading the spoken English students.

(Active / Passive)

22. I face so many problems every day.

(Active / Passive)

23. We have done the work.

(Active / Passive)

24. After five years, our daughter will have given medical treatment to the poor people. (Passive / Active)

25. Nobody has invited you to the college tomorrow.

(Passive / Active)





ARPUTHA COLLEGE OF ARTS AND SCIENCE, VAMBAN
SKILL BASED CERTIFICATE COURSE EXAMINATION
SPOKEN ENGLISH – ANSWER KEY
2021-2022

I. Fill in the blanks with appropriate Preposition.

1. In
2. On
3. Among/under
4. Until
5. Under/on

II. Combine the sentences using Conjunctions given in the brackets.

6. If you work hard, you will pass.
7. I will call you when I finish my work.
8. He will buy either a bike or a car.
9. He will Neither cook nor wash cloths.
10. You will be late unless you hurry.

III. Write the suitable Article.

11. an, a
12. an
13. the
14. x, a
15. an

IV. Write the suitable Pattern.

16. b) S+V+C
17. c) S+V+DO+OC
18. a) S+V+O+C
19. a) S+V
20. a) S+V+O+O

V. Identify the Active and Passive voice.

21. Active voice
22. Active voice
23. Active voice
24. Active voice
25. Active voice





ARPUTHA COLLEGE OF ARTS AND SCIENCE

Affiliated to Bharathidasan University, Tiruchirappalli - 24.

Arputha Nagar, Vamban, Pudukkottai - 622 303

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2/50

DEPARTMENT OF ENGLISH CERTIFICATE COURSE ASSESSMENT SPOKEN ENGLISH (2021-2022)

Subject Code: 17ENCCSE03

Class: I. BSC. COMPUTER SCIENCE

Name: DHANUSA . P

Semester:

Duration: 1 hr.

Reg. No: CB21S204933

I. Fill in the blanks with appropriate Preposition.

(5X2=10)

1. I usually wake up early in the morning ✓
2. When you are on the road, obey the traffic rules. ✓
3. I found my phone lying under the books. ✓
4. Let us wait at Dad comes back home. ✓
5. He left his books on the table. ✓

II. Combine the sentences using Conjunctions given in the brackets.

(5x2=10)

6. You will pass. Work hard. (If) If you work hard you will pass ✓
7. I will call you. Finish my work. (When) I will call you when I finish my work ✓
8. He will buy a bike. He will buy a car. (Either.... or) He will buy either bike or car ✓
9. He will cook. He will wash cloths. (Neither...or) He will neither cook or wash cloths ✓
10. You will be late. You hurry. (Unless) You will be late unless you hurry ✓

III. Write the suitable Article. pattern

(5X2=10)

11. I saw a accident of a car ✓
12. She is a author. ✓
13. We will meet you in a airport ✓
14. They speak a English with a French. ✓
15. The lion killed a elephant ✓

IV. Write the suitable Article. pattern

(5X2=10)

16. Rita became nurse.

a) S+V+O b) S+V+C c) S+V+P



17. I painted old table red.

(a) S+V+O b) S+V+C c) S+V+DO+OC

18. They made her my secretary.

(a) S+V+O+C b) S+V+C c) S+V+A

19. He is sleeping.

(a) S+V b) S+V+A c) S+V+C

20. I teach her English.

(a) S+V+O+O b) S+V+C c) S+V+IO+DO

(5X2=10)

V. Identify the Active and Passive voice

21. Praveen sir was leading the spoken English students.

(Active / Passive)

22. I face so many problems every day.

(Active / Passive)

23. We have done the work.

(Active / Passive)

24. After five years, our daughter will have given medical treatment to the poor people. (Passive / Active)

25. Nobody has invited you to dinner tomorrow.

(Passive / Active)





ARPUTHA COLLEGE OF ARTS AND SCIENCE
Affiliated to Bharathidasan University, Tiruchirappalli - 24.
Arputha Nagar, Vamban, Pudukkottai - 622 303

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DEPARTMENT OF ENGLISH
CERTIFICATE COURSE ASSESSMENT
SPOKEN ENGLISH (2021-2022)

Subject Code: 17ENCCSE03

Class: I - B.A. TAMIL

Name: SRILEGIA. G

Semester:

Duration: 1 hr.

Reg. No: CB21A180028

I. Fill in the blanks with appropriate Preposition.

(5X2=10)

1. I usually wake up early in the morning.
2. When you are on the road, obey the traffic rules.
3. I found my phone lying among the books.
4. Let us wait at Dad comes back home.
5. He left his books on the table.

II. Combine the sentences using Conjunctions given in the brackets.

(5x2=10)

6. You will pass. Work hard. (If) If you work hard, you will pass.
7. I will call you. Finish my work. (When) I will call you when I finish my work.
8. He will buy a bike. He will buy a car. (Either.... or) He will buy either a bike or a car.
9. He will cook. He will wash cloths. (Neither...or) He will neither cook or wash cloth.
10. You will be late. You hurry. (Unless) you will be late unless you hurry.

III. Write the suitable Article - pattern

(5X2=10)

11. I saw a accident of a car.
12. She is a author.
13. We will meet you in a airport.
14. They speak a English with a French.
15. The lion killed a elephant.

IV. Write the suitable Article. - pattern

(5X2=10)

16. Rita became nurse.

a) S+V+O b) S+V+C c) S+V+DO



17. I painted old table red.

a) S+V+O b) S+V+C c) S+V+DO+OC

18. They made her my secretary.

a) S+V+O+C b) S+V+C c) S+V+A

19. He is sleeping.

a) S+V b) S+V+A c) S+V+C

20. I teach her English.

a) S+V+O+O b) S+V+C c) S+V+IO+DO

V. Identify the Active and Passive voice

(5X2=10)

21. Praveen sir was leading the spoken English students.

(Active / Passive)

22. I face so many problems every day.

(Active / Passive)

23. We have done the work.

(Active / Passive)

24. After five years, our daughter will have given medical treatment to the poor people. (Passive / Active)

25. Nobody has invited you to dinner tomorrow.

(Passive / Active)



ARPUTHA COLLEGE OF ARTS AND SCIENCE
Affiliated to Bharathidasan University, Tiruchirappalli - 24.
Arputha Nagar, Vamban, Pudukkottai - 622 303

37
50

**DEPARTMENT OF ENGLISH
CERTIFICATE COURSE ASSESSMENT
SPOKEN ENGLISH (2021-2022)**

Subject Code: 17ENCCSE03

Class: I.B.A. ENGLISH

Name: SATHYA.M

Semester:

Duration: 1 hr.

Reg. No: CB21A 147520

I. Fill in the blanks with appropriate Preposition.

(5X2=10)

1. I usually wake up early in the morning ✓
2. When you are on the road, obey the traffic rules. ✓
3. I found my phone lying on the books. ✓
4. Let us wait at Dad comes back home. ✓
5. He left his books on the table. ✓

II. Combine the sentences using Conjunctions given in the brackets.

(5x2=10)

6. You will pass. Work hard. (If) If you work hard, you will pass. ✓
7. I will call you. Finish my work. (When) I will call you when I finish my work. ✓
8. He will buy a bike. He will buy a car. (Either.... or) He will buy either a bike or a car. ✓
9. He will cook. He will wash cloths. (Neither...or) He will neither cook or wash clothes. ✓
10. You will be late. You hurry. (Unless) unless you will be late, you hurry. ✓

III. Write the suitable Article. pattern

(5X2=10)

11. I saw a accident of a car. ✓
12. She is a author. ✓
13. We will meet you in the airport. ✓
14. They speak an English with a French. ✓
15. The lion killed a elephant. ✓

IV. Write the suitable Article. pattern.

(5X2=10)

16. Rita became nurse.

a) S+V+O b) S+V+C c) S+V+DO



17. I painted old table red.

a) ☒ S+V+O b) S+V+C c) S+V+DO+OC

18. They made her my secretary.

a) ☒ S+V+O+C b) S+V+C c) S+V+A

19. He is sleeping.

10 a) ☒ S+V b) S+V+A c) S+V+C

20. I teach her English.

a) ☒ S+V+O+O b) S+V+C c) S+V+IO+DO

V. Identify the Active and Passive voice

(5X2=10)

21. Praveen sir was leading the spoken English students.

☒ (Active / Passive)

6 22. I face so many problems every day.

☒ (Active / Passive)

23. We have done the work.

☒ (Active / Passive)

24. After five years, our daughter will have given medical treatment to the poor people. (Passive / Active)

25. Nobody has invited you to dinner tomorrow.

☒ (Passive / Active)



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37
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DEPARTMENT OF ENGLISH
CERTIFICATE COURSE ASSESSMENT
SPOKEN ENGLISH (2021-2022)

Subject Code: 17ENCCSE03

Class: I-B.COM

Name: THANALAKSHMI G

Semester:

Duration: 1 hr.

Reg. No: CB21C60008

I. Fill in the blanks with appropriate Preposition.

(5X2=10)

1. I usually wake up early in the morning. ✓
2. When you are on the road, obey the traffic rules. ✓
3. I found my phone lying on the books. ✓
4. Let us wait at Dad comes back home. ✓
5. He left his books on the table. ✓

II. Combine the sentences using Conjunctions given in the brackets.

(5x2=10)

6. You will pass. Work hard. (If) If you work hard you will pass. ✓
7. I will call you. Finish my work. (When) I will call you when i finish my work ✓
8. He will buy a bike. He will buy a car. (Either.... or) He will buy either bike or car ✓
9. He will cook. He will wash cloths. (Neither...or) He will neither cook or wash cloths ✓
10. You will be late. You hurry. (Unless) you will be late unless you hurry. ✓

III. Write the suitable Article.

(5X2=10)

11. I saw a accident of a car. ✓
12. She is a author. ✓
13. We will meet you in the airport. ✓
14. They speak a English with a French. ✓
15. The lion killed a elephant. ✓

IV. Write the suitable Article. Pattern:-

(5X2=10)

16. Rita became nurse.

- a) S+V+O b) S+V+C c) S+V+P



17. I painted old table red.

a) S+V+O b) S+V+C c) S+V+DO+OC ✓

18. They made her my secretary.

a) S+V+O+C b) S+V+C c) S+V+A ✓

19. He is sleeping.

a) S+V b) S+V+A c) S+V+C ✓

20. I teach her English.

a) S+V+O+O b) S+V+C c) S+V+IO+DO ✓

V. Identify the Active and Passive voice

(5X2=10)

21. Praveen sir was leading the spoken English students.

(Active / Passive) ✓

22. I face so many problems every day.

(Active / Passive) ✓

23. We have done the work.

(Active / Passive) ✓

24. After five years, our daughter will have given medical treatment to the poor people. (Passive / Active) ✓

25. Nobody has invited you to dinner tomorrow.

(Passive / Active) ✓



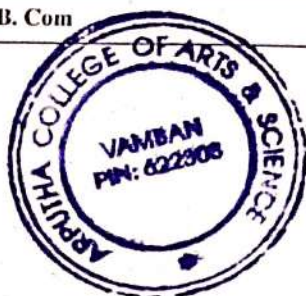


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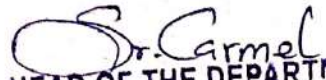
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DEPARTMENT OF ENGLISH
CERTIFICATE COURSE (2021-2022)
SPOKEN ENGLISH
STUDENTS MARK LIST

S.NO	STUDENT NAME	DEPARTMENT	REG. NO.	MAXIMUM MARKS	MARKS OBTAINED
1	M. ABINAYA	I-B.Sc., COMPUTER SCIENCE	CB21S 204928	50	38
2	P. ABINAYA	I-B.Sc., COMPUTER SCIENCE	CB21S 204929	50	39
3	M. ABISANKARI	I-B.Sc., COMPUTER SCIENCE	CB21S 204930	50	41
4	M. ABIZHARASI	I-B.Sc., COMPUTER SCIENCE	CB21S 204931	50	37
5	S. DHANUSA	I-B.Sc., COMPUTER SCIENCE	CB21S 204933	50	38
6	K. GOGULAPRIYA	I-B.Sc., COMPUTER SCIENCE	CB21S 204935	50	34
7	M. JANANI	I-B.Sc., COMPUTER SCIENCE	CB21S 204936	50	40
8	J. JOSEPHIN MARY	I-B.Sc., COMPUTER SCIENCE	CB21S 204937	50	37
9	M. KAVIYA	I-B.Sc., COMPUTER SCIENCE	CB21S 204938	50	33
10	I. LIGEE	I-B.Sc., COMPUTER SCIENCE	CB21S 204939	50	38
11	A. PAHAM PRIYAL	I-B.Sc., COMPUTER SCIENCE	CB21S 204940	50	36
12	K. PANDEESHWARI	I-B.Sc., COMPUTER SCIENCE	CB21S 204941	50	39
13	S. THILAGA	I-B.Sc., COMPUTER SCIENCE	CB21S 204943	50	38
14	R. ANITHA	I-BA ENGLISH	CB21A 147515	50	41
15	V. CHITHIRA	I-BA ENGLISH	CB21A 147516	50	34
16	M. GOBIKA	I-BA ENGLISH	CB21A 147517	50	37
17	F. JOSPHINE NIRMALA	I-BA ENGLISH	CB21A 147518	50	40
18	T. KEERTHANA	I-BA ENGLISH	CB21A 147519	50	31
19	M. SATHYA	I-BA ENGLISH	CB21A 147520	50	37
20	S. CATHERIN USHA	I-B. Com	CB21C 79990	50	35
21	T. DEEPA	I-B. Com	CB21C 79991	50	37
22	R. ELAKKIYA	I-B. Com	CB21C 79992	50	35
23	M. FLORA	I-B. Com	CB21C 79993	50	36



S.NO	STUDENT NAME	DEPARTMENT	REG. NO.	MAXIMUM MARKS	MARKS OBTAINED
24	A. JOSEPHINE	I-B. Com	CB21C 79994	50	36
25	V. JULIAN	I-B. Com	CB21C 79995	50	39
26	M. KIRUTHIKA	I-B. Com	CB21C 79996	50	35
27	MAHALAKSHMI	I-B. Com	CB21C 79997	50	33
28	G. MARIKKANNU	I-B. Com	CB21C 79998	50	38
29	A. MARIYASERINA	I-B. Com	CB21C 79999	50	36
30	A. MEKRINA	I-B. Com	CB21C 80000	50	32
31	X. MERLISA	I-B. Com	CB21C 80001	50	38
32	D. MONISILA	I-B. Com	CB21C 80002	50	34
33	S. NANDHINI	I-B. Com	CB21C 80003	50	37
34	S. ROSELIN RABEKA	I-B. Com	CB21C 80004	50	39
35	P. SHARMILA	I-B. Com	CB21C 80005	50	40
36	A. SOWMIYA	I-B. Com	CB21C 80006	50	36
37	S. SRIDEVI	I-B. Com	CB21C 80007	50	38
38	G. THANALAKSHMI	I-B. Com	CB21C 80008	50	37
39	K. VIDHYA	I-B. Com	CB21C 80009	50	33
40	S. AKIL JEFRI NIROSHINI	I-B.Sc., MICROBIOLOGY	CB21S 412879	50	32
41	A. ARTHI	I-B.Sc., MICROBIOLOGY	CB21S 412880	50	35
42	D. ARULMOZHI	I-B.Sc., MICROBIOLOGY	CB21S 412881	50	34
43	G. BAGAM PRIYA	I-B.Sc., MICROBIOLOGY	CB21S 412882	50	39
44	P. DHANUSRI	I-B.Sc., MICROBIOLOGY	CB21S 412884	50	38
45	P. DHARSHINI	I-B.Sc., MICROBIOLOGY	CB21S 412885	50	34
46	S. ALVINA	I-BA TAMIL	CB21A 180018	50	38
47	K. ANANTHI	I-BA TAMIL	CB21A 180019	50	37
48	R. KEERTHANA	I-BA TAMIL	CB21A 180020	50	35
49	P. KRISHNAVENI	I-BA TAMIL	CB21A 180021	50	33
50	C. MEGALA	I-BA TAMIL	CB21A 180022	50	32
51	R. MOWNIKA	I-BA TAMIL	CB21A 180023	50	36
52	J. NANCY ANTONY	I-BA TAMIL	CB21A 180024	50	38
53	T. PRIYADHARSHINI	I-BA TAMIL	CB21A 180025	50	34
54	C. SELVARANI	I-BA TAMIL	CB21A 180026	50	37
55	M. SHALINI	I-BA TAMIL	CB21A 180027	50	35
56	G. SRILEGA	I-BA TAMIL	CB21A 180028	50	39


Dr. Carmel
 HEAD OF THE DEPARTMENT
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Certificate

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of I - B.A. TAMIL has completed certificate Course on
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Benithy V
Course
Co-Ordinator

COURES CO-ORDINATOR
Arputha College of Arts and Science
Arputha Nagar, Vamban,
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S. Carmel
Head of the
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PUDUKKOTTAI - (DT).

S. Joseph
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of I.B.COM has completed certificate Course on
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V. V. V.
**Course
Co-Ordinator**

COURES CO-ORDINATOR
Arputha College of Arts and Science
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S. Carmel
**Head of the
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of T.B.A. ENGLISH has completed certificate Course on
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Ellythy V
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Co-Ordinator
COURS CO-ORDINATOR
Arputha College of Arts and Science
Arputha Nagar, Vamban,
Pudukkottai (Dt) - 622 303.

Sr. Carmel
Head of the
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Certificate

SUBCODE: ITENCCSE03

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of .I-B.Sc: COMPUTER SCIENCE has completed certificate Course on
.SPOKEN ENGLISH conducted by the Department of .ENGLISH
..... during .2021-2022/EVEN Semester.

Vignathiy, V
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COURES CO-ORDINATOR
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Pudukkottai (Dt) - 622 303.

Sr. Carmel
Head of the
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Joseph
Principal
PRINCIPAL
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