

ALL SAINTS' COLLEGE
TRIVANDRUM, KERALA

CERTIFICATE COURSE

2



ALL SAINTS' COLLEGE TRIVANDRUM

Objectives:

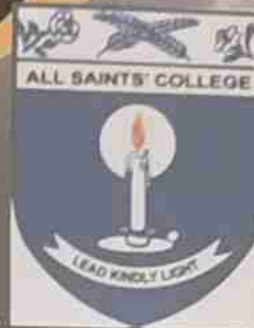
- Knowledge enhancement
- Employability skills
- Cognitive Thinking
- Developing Research skills

APPLICATION-BASED APPROACH TOWARDS ENGLISH FOR ECONOMICS

-(ENG.020.9) CERTIFICATE
COURSE

Resource Persons: Dr Sonya J Nair, M
Kukku Xavier, Dr Rajsree M S, Ms. Sim
S Stephen, Ms Sapna Sreenivas, Ms
Diana V Prakash, Dr Kavitha N, Ms. Celina
James

Date of Commencement: 01/02/2024
Duration : 30 hrs



PATRON: REV. MOTHER MARY FRANCES
DIRECTOR: SR. BELINDA PEREIRA
PRINCIPAL: DR DEEPA M



ALL SAINTS' COLLEGE

Thiruvananthapuram-695007, Kerala, India

Phone: 0471-2501153

E-mail: allsaintscollegeasc@gmail.com

Name of Course	ENG.C 20.9 Application based approach towards English for Economics
Department offering the Course	Department of English
Course Duration	30 Hours
Faculty In Charge	Ms Diana V Prakash

**CERTIFICATE COURSE OFFERED BY DEPARTMENT OF ENGLISH FOR
ECONOMICS**

**ENG.C 20.9 Application based
approach towards English for Economics**

OBJECTIVES

The objective of the programme is to inculcate potential skills in the learners to prepare them to deal with the external world in a collaborative manner, communicate effectively, take initiative, solve problems, and demonstrate a positive work ethic so as to hold a good impression and positive impact.

Module 1 (4 hrs) (1 hour each)

1.1 Knowing Oneself - Discovering the Self; Setting Goals; Beliefs, Values, Attitude, Virtue

1.2 Confidence Building - Understanding Others Developing interpersonal relationship-Team building-group dynamics - Networking - Improved work relationship

1.3 Defining Strengths - Identifying one's strengths and weakness - Planning & Goal setting -Managing self – emotions, ego, pride

1.4 Thinking Creatively - Creativity, critical thinking- problem solving

Module 2 (6 hrs)

2.1 Personal Values - Developing Positive Thinking and Attitude- Driving out Negativity- Meaning and Theories of Motivation- Enhancing Motivation Levels

2.2 Time and Stress Management- Definition-Nature- Types- Symptoms and Causes- Stress Analysis Models and Impact of Stress- Measurement and Management of Stress

2.3 Interpersonal Skills - Positive Relationship - Positive Attitudes -Empathise: Comprehend other opinions points of views, and face them with understanding -Mutuality - Trust - Emotional Bonding, - Handling Situations

Module 3 (6 hrs)

3.1 Appropriate and Contextual Use of Language - Note-making – CV's – Report writing, copy writing, Agenda – Minutes – Circular – Essay writing on any current issues – paragraph – Essay writing

3.2 Nonverbal Communication - – Body language- Signs and symbols- Territory/Zone, Object language- Kinesics- Proxemics- Para linguistic- Chronemics- Nuances of Speech Delivery

3.3 Public Speaking- Skills- Methods- Strategies and Essential tips for effective public speaking- Etiquettes for Public Speaking (extempore and lectures), Interviews and Group Discussions, Telephone conversations

Module 4 (4 hrs)

4.1 Problem Solving - Meaning- Types and Models- Group and Ethical Decision-Making- Problems and Dilemmas in application of these skills

4.2 Organizational Skills - Types of Leaders- Leadership Behaviour- Assertiveness Skills- Structuring the ideas-collecting the relevant materials - Creating Outlines – Headings of Sections- Topic Sentences- Reviewing Sentences and Rewriting Paragraphs - Revising Drafts

4.3 Team Work - Team building practices through group exercises, team task /Role play. - Ability to – Mixing & accommodation -Ability to work together

Module 5 (4 hrs)

5.1 Business/Technical Communication - Meaning of Business correspondence – Importance of Business Communication- Essential qualities of a business letters- Different types of business letters – cover letter- message through email and Fax- Acceptance letters- rejection letters-and withdrawal letters

5.2 Job Oriented Skills Interviewer and Interviewee – in-depth perspectives- Tips for Success- Intrapersonal and Management Excellence- Strategies to enhance Emotional Intelligence

5.3 Professional Etiquette -Etiquette and Manners – Social and professional The values and expectations of different cultures- determining which etiquette style is best suited to particular cultures- Effective polite verbal communication- Professional phone- letter and email etiquette- and Phone etiquette

Module 6 (6 hrs)

(Teaching how to write a research paper in Social Science)

Statement of the problem - formulating ideas for your paper- developing a thesis statement- methodology- archival research- Gather resource materials and begin reviewing them- Google Scholar- Online encyclopedias, and databases- Books and periodicals- Newspapers- Government publications, guides, and reports- sampling, survey- organising Research paper- Analysis and findings-citation



Sonya J. Nair
Head, Department of English
All Saints' College
Thiruvananthapuram - 695007



Principal
All Saints' College
Thiruvananthapuram-7

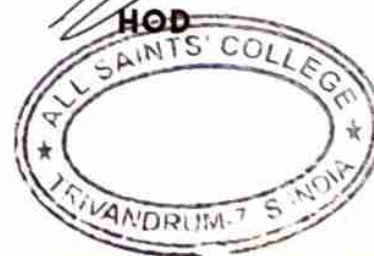
COURSE COMPLETION CERTIFICATE



This is to certify that Ms. Varsha Sandeep has successfully completed the 30 hour Certificate Course on Application Based Approach towards English for Economics [ENG.C.20.9] from 01/02/2021 - 30/03/2021 which was organised by the Department of English, All Saints' College, Thiruvananthapuram.

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PRINCIPAL

COURSE COMPLETION CERTIFICATE

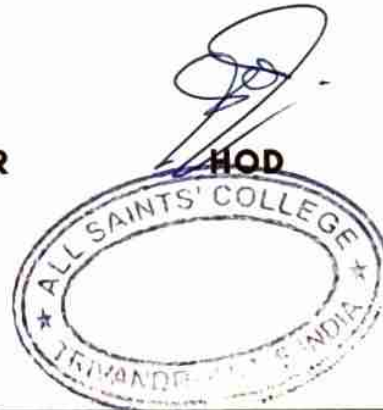


This is to certify that Ms. Lakshmi Hareesh has successfully completed the 30 hour Certificate Course on Application Based Approach towards English for Economics [ENG.C.20.9] from 01/02/2021 - 30/03/2021 which was organised by the Department of English, All Saints' College, Thiruvananthapuram.

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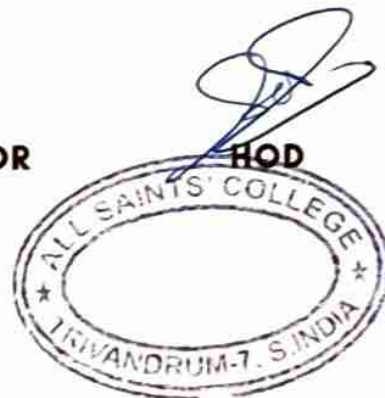


COURSE COMPLETION CERTIFICATE



This is to certify that Ms. Foustina Andrews has successfully completed the 30 hour Certificate Course on Application Based Approach towards English for Economics [ENG.C.20.9] from 01/02/2021 - 30/03/2021 which was organised by the Department of English, All Saints' College, Thiruvananthapuram.


COURSE CO ORDINATOR




PRINCIPAL

Teachers' Attendance Register

APPLICATION BASED APPROACH TOWARDS ENGLISH FOR ECONOMICS
for the month of Feb, March-2021

No.	Name	Designation	Leave already availed of	FN	DATE									
					1	2	3	4	5	6	7	8	9	
1	Aiswarya Das S			FN	X	X	X	X	X				X	X
				AN										
2	Alice T			FN	X	X	X	X	X				X	X
				AN										
3	Aamina A			FN	X	X	ab	X	X				X	X
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4	Anjitha S Munkan			FN	X	X	X	X	X				X	X
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5	Anu Vijayan L			FN	X	X	X	X	X			ab	X	
				AN										
6	Anupama M R			FN	X	X	X	X	X				X	X
				AN										
7	Arunapriya U G			FN	X	X	X	X	X				X	X
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8	Aya S S			FN	X	X	X	X	X				X	X
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9	Devishree K Manoj			FN	X	X	X	X	X				X	X
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10	Kaishrendu J R			FN	X	X	X	X	X				X	X
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11	Manohara R S			FN	X	X	X	X	X				X	X
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12	Navya V Joy			FN	X	X	X	ab	X			X	X	
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13	Nithya H			FN	X	X	X	X	X				X	X
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Date: _____ Inspecting Officer: _____

Headmaster

Teachers' Attendance Register

for the month of Feb/March-2021

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22	Aleena Sebastine			FN	X	X	X	X	X				X	X					AN											23	Parvatha. A. R			FN	X	X	X	X	X				X	X					AN											24	Anusha. V. Das			FN	X	X	X	X	X				X	X					AN											25	Arjial. A			FN	X	X	X	X	X				X	X					AN											26	Alsu Mary Emmanuel			FN	X	X	X	X	X				X	X					AN																																																																																																																																																																																																																																																										
				AN											23	Parvatha. A. R			FN	X	X	X	X	X				X	X					AN											24	Anusha. V. Das			FN	X	X	X	X	X				X	X					AN											25	Arjial. A			FN	X	X	X	X	X				X	X					AN											26	Alsu Mary Emmanuel			FN	X	X	X	X	X				X	X					AN																																																																																																																																																																																																																																																																									
23	Parvatha. A. R			FN	X	X	X	X	X				X	X					AN											24	Anusha. V. Das			FN	X	X	X	X	X				X	X					AN											25	Arjial. A			FN	X	X	X	X	X				X	X					AN											26	Alsu Mary Emmanuel			FN	X	X	X	X	X				X	X					AN																																																																																																																																																																																																																																																																																								
				AN											24	Anusha. V. Das			FN	X	X	X	X	X				X	X					AN											25	Arjial. A			FN	X	X	X	X	X				X	X					AN											26	Alsu Mary Emmanuel			FN	X	X	X	X	X				X	X					AN																																																																																																																																																																																																																																																																																																							
24	Anusha. V. Das			FN	X	X	X	X	X				X	X					AN											25	Arjial. A			FN	X	X	X	X	X				X	X					AN											26	Alsu Mary Emmanuel			FN	X	X	X	X	X				X	X					AN																																																																																																																																																																																																																																																																																																																						
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26	Alsu Mary Emmanuel			FN	X	X	X	X	X				X	X					AN																																																																																																																																																																																																																																																																																																																																																																																		
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DATE		March										No of days Present	Leave during the month			Total Casual Leave	REMARKS											
10	11	12	13	14	15	16	17	18	19	20	21		22	23	24			25	26	27	28	29	30	31	C.L	P.L	L.P	
X	X	X			X	X	X	X	X			X	X	X	X	X							26					Not
X	X	X			X	X	X	X	X			X	X	X	X	X							29					Post
X	X	X			X	X	X	X	X			X	X	X	X	X							26					Relu
X	X	X			X	X	X	X	X			X	X	X	X	X							25					Spand
X	X	X			X	X	X	X	X			X	X	X	X	X							24					Seva
X	X	X			X	X	X	X	X			X	X	X	X	X							24					Ward
X	X	X			X	X	X	X	X			X	X	X	X	X							25					Disage
X	X	X			X	X	X	X	X			X	X	X	X	X							26					May
X	X	X			X	X	X	X	X			X	X	X	X	X							24					Accu
X	X	X			X	X	X	X	X			X	X	X	X	X							24					Prugh
X	X	X			X	X	X	X	X			X	X	X	X	X							26					Post P
X	X	X			X	X	X	X	X			X	X	X	X	X							29					Spand
X	X	X			X	X	X	X	X			X	X	X	X	X							26					Am/Day

Headmaster

Inspecting Officer

**APPLICATION BASED APPROVAL
Teachers' Attendance Register**

**TOWARDS ENGLISH FOR FONDMENTS
for the month of Feb/March 2021**

No.	Name	Desi gnation	Leave already availed of	FN AN	DATE									
					1	2	3	4	5	6	7	8	9	
27	Anupama S			FN	X	X	X	X	X				X	X
28	Archana Raj.S.R			AN	X	X	X	X	X				X	X
29	Arya Krishna S			FN	X	ab	X	X	X				X	X
30	Ashly Krishna			AN	X	X	X	ab	X				X	X
31	Ashra Aboobaker			FN	X	X	X	X	X				ab	X
32	Aswathy S Kurian			AN	X	X	X	X	X				X	X
33	Aswini S Vijay			FN	X	X	X	X	X				ab	X
34	Begam Feabin Niza			AN	X	X	X	X	X				X	X
35	Divya D			FN	X	X	X	X	X				X	X
36	Eberna R			AN	X	X	X	X	X				X	X
37	Fousiya L			FN	X	ab	X	X	X				X	X
38	Ganga M Praveen			AN	X	X	X	X	X				X	X
39	Gopika Ummi			FN	X	X	ab	X	X				X	X
40	Gopika V.S			AN	X	X	X	X	X				X	X
41	Gosby Vaughese			FN	X	X	X	X	X				X	X
42	Jaysha A			AN	X	X	X	X	X				X	X
43	Mahitha Moharan			FN	X	X	X	ab	X				X	X
44	Menakshi Mohan U			AN	X	X	X	X	X				X	X
45	Menakshi Sasikuma			FN	X	X	X	X	X				X	X
46	Mirana P.S			AN	X	X	X	X	X				X	X
47	Neelima Boban M			FN	X	X	X	X	X				X	X
48	Rajee M			AN	X	X	X	X	X				X	X
49	Reshmi C.S			FN	X	X	X	X	X				X	X
50	Rinta Rejo			AN	X	X	X	X	X				X	X
51	Sayitha J			FN	X	X	ab	X	X				X	X
52	Sandhya L.S			AN	X	X	X	X	X				X	X

DATE																															Number days Present	Leave during the month			Total Casual Leave	REMARKS
10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	CL	PL	L.P												
X	X	X		X	X	X	X	X				X	X	X	X										26					Amruth						
X	X	X		X	X	X	X	X				X	X	X	X										25					Archana						
X	ab	X		X	X	X	X	X				X	X	X	X										28					Arya						
X	X	X		X	X	X	X	X				X	X	ab	X	X									27					Ashly						
X	X	X		X	ab	X	X	X				X	X	ab	X	X									28					Ashra						
X	X	X		X	X	X	X	X				X	X	X	X										29					Aswathy						
X	X	X		X	X	X	X	X				X	X	X	X										26					Aswini						
X	X	X		X	X	X	X	X				X	ab	X	X	X									26					Begam						
X	X	X		X	X	X	X	X				X	X	X	X										25					Divya						
X	X	X		X	X	X	X	X				X	X	X	X										24					Eberna						
X	X	X		X	X	X	X	X				X	X	X	X										24					Fousiya						
X	X	X		X	X	X	X	X				X	X	X	X										26					Ganga						
X	ab	X		X	X	X	X	X				X	X	X	X										27					Gopika						
X	X	X		X	X	X	X	X				X	X	X	X										27					Gosby						
X	X	X		X	X	X	X	X				X	X	X	X										28					Jaysha						
X	X	X		X	ab	X	X	X				X	X	X	X										29					Mahitha						
X	X	X		X	X	X	X	X				X	X	X	ab	X									28					Menakshi						
X	X	X		X	X	X	X	X				X	X	X	X										26					Menakshi						
X	X	X		X	X	X	X	X				X	X	X	X										26					Mirana						
X	X	X		X	X	X	X	X				X	X	X	X										25					Neelima						
X	X	X		X	X	X	X	X				X	X	X	X										23					Rajee						
X	X	X		X	X	X	X	X				X	X	X	X										24					Reshmi						
X	X	X		X	X	X	X	X				X	X	X	X										26					Rinta						
X	X	X		X	X	X	X	X				X	X	X	X										26					Sayitha						
X	X	X		X	X	X	X	X				X	X	X	X										26					Sandhya						

Date _____

Inspecting Officer _____

Headmaster _____

ADDITION BASED APPROACH
Teachers' Attendance Register

RECORDS ENGLISH FOR ECONOMICS
for the month of - Feb, March 2021

No.	Name	Designation	Leave already availed of	FN AN	DATE									
					1	2	3	4	5	6	7	8	9	
53	Saritha L			FN	X	X	X	X	X				X	X
54	Srujan S			AN	X	X	X	X	X				X	X
55	Shahna N			FN	X	ab	X	X	X				X	X
56	Shalu Das D			AN	X	X	X	X	X				X	X
57	Shilpa S S			FN	X	X	X	X	X				X	X
58	Saelekshmi S			AN	X	X	X	X	X				X	X
59	Saelekshmi Mrs			FN	X	X	X	X	X				X	X
60	Seemagga Mol S			AN	X	X	X	ab	X				X	X
61	Vaasha Lopez			FN	X	X	X	X	X				X	X
62	Arcy C.A			AN	X	X	X	X	X				X	X
63	Athira V S			FN	X	X	X	X	X				X	X
64	Athulya P. Naiz			AN	X	X	X	X	X				X	X
65	Aziza Shamsudeen			FN	X	X	X	X	X				X	X
66	Fathima Mirnath AS			AN	X	X	X	X	X				X	X
67	Lakshmi P.S			FN	X	ab	X	X	X				X	X
68	Malavika R.S			AN	X	X	X	X	X				X	X
69	Neelanjali J.S			FN	X	X	X	X	X				X	X
70	Miriam Susan Jose			AN	X	X	X	X	X				X	X
71	Nithisha Vincent			FN	X	X	X	X	X				X	X
72	Faustina Archana			AN	X	X	X	X	X				X	X
73	Lakshmi Hareesh			FN	X	X	X	X	X				X	X
74	Vaasha Sandeep			AN	X	X	X	X	X				X	X
				FN										
				AN										
				FN										
				AN										

[Signature]
Signature of the
Coordinator

[Signature]
Signature of the



[Signature]
Signature of Principal
Principal
All Saints College
Trivandrum
Headmaster

DATE		Month																No of days Present	Leave during the month			Total Casual Leave	REMARKS					
10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27		28	29	30			31	CL	PL	LP	
X	X	X		X	ab	X	X	X				X	X	X	X								25					Saritha
X	X	X			X	X	X	X				X	X	X	X								26					Srujan
X	X	X			X	X	X	X				X	X	X	X								26					Shahna
X	X	X			X	X	X	X				X	X	ab	X	X							25					Shalu
X	ab	X			X	X	X	X				X	X	X	X								24					Shilpa
X	X	X			X	X	X	X				X	X	X	X								28					Saelekshmi
X	X	X			X	X	X	X				X	X	X	X								28					Saelekshmi
X	X	X			X	X	X	X				X	X	X	X								25					Seemagga
X	X	X			X	X	X	X				X	X	X	X								29					Vaasha
X	X	X			X	X	X	X				X	X	X	X								25					Arcy
X	X	X			X	X	X	X				X	ab	X	X	X							27					Athira
X	X	X			X	X	X	X				X	X	X	X								27					Athulya
X	X	X			X	X	X	X				X	X	X	X								26					Aziza
X	X	X			X	X	X	X				X	X	X	X								26					Fathima
X	X	X			X	X	X	X				X	X	X	X								29					Lakshmi
X	X	X			X	X	X	X				X	X	X	X								29					Malavika
X	X	X			X	X	X	X				X	X	X	X								27					Neelanjali
X	X	X			X	X	X	X				X	X	ab	X	X							28					Miriam
X	X	X			X	X	X	X				X	X	X	X								28					Nithisha
X	X	X			X	X	X	X				X	X	X	X								28					Faustina
X	X	X			X	X	X	X				X	X	X	X								29					Lakshmi
X	X	X			X	X	X	X				X	X	X	X								29					Vaasha

Date

Inspecting Officer



ALL SAINTS' COLLEGE

Thiruvananthapuram-695007, Kerala, India
Phone: 0471-2501153

E-mail: allsaintscollegeasc@gmail.com

DEPARTMENT OF ENGLISH

COURSE SUMMARY

CERTIFICATE COURSE- APPLICATION BASED APPROACH TOWARDS ENGLISH FOR ECONOMICS (ENG.C.20.9)

The certificate course on 'Application Based Approach towards English for Economics' (ENG.C.20.9) is organised and conducted by the Department of English, All Saints' College, Thiruvananthapuram. The course is specially designed to provide an understanding on the fundamental soft skills and of their practical social and workplace usage. It helps participants to communicate effectively and to carry themselves confidently. It enabled potential skills in the learners to prepare them to deal with the external world in a collaborative manner, communicate effectively, take initiative, solve problems, and demonstrate a positive work ethic so as to hold a good impression and positive impact. The course has a well-defined syllabus structure and implementation plan to help students in their future career. The course was coordinated by Dr Kavitha N to enable students to achieve excellence in both personal and professional life. The course duration was 30 hours. In 2020-21 academic year 74 students were enrolled for this course. The Certificate course started on 01/02/21 and terminated on 30/03/21. All the students attended exit exam on 10/04/21 and certificate was also issued to them on the successful completion of course.



Reshmi
Principal
All Saints' College
Thiruvananthapuram