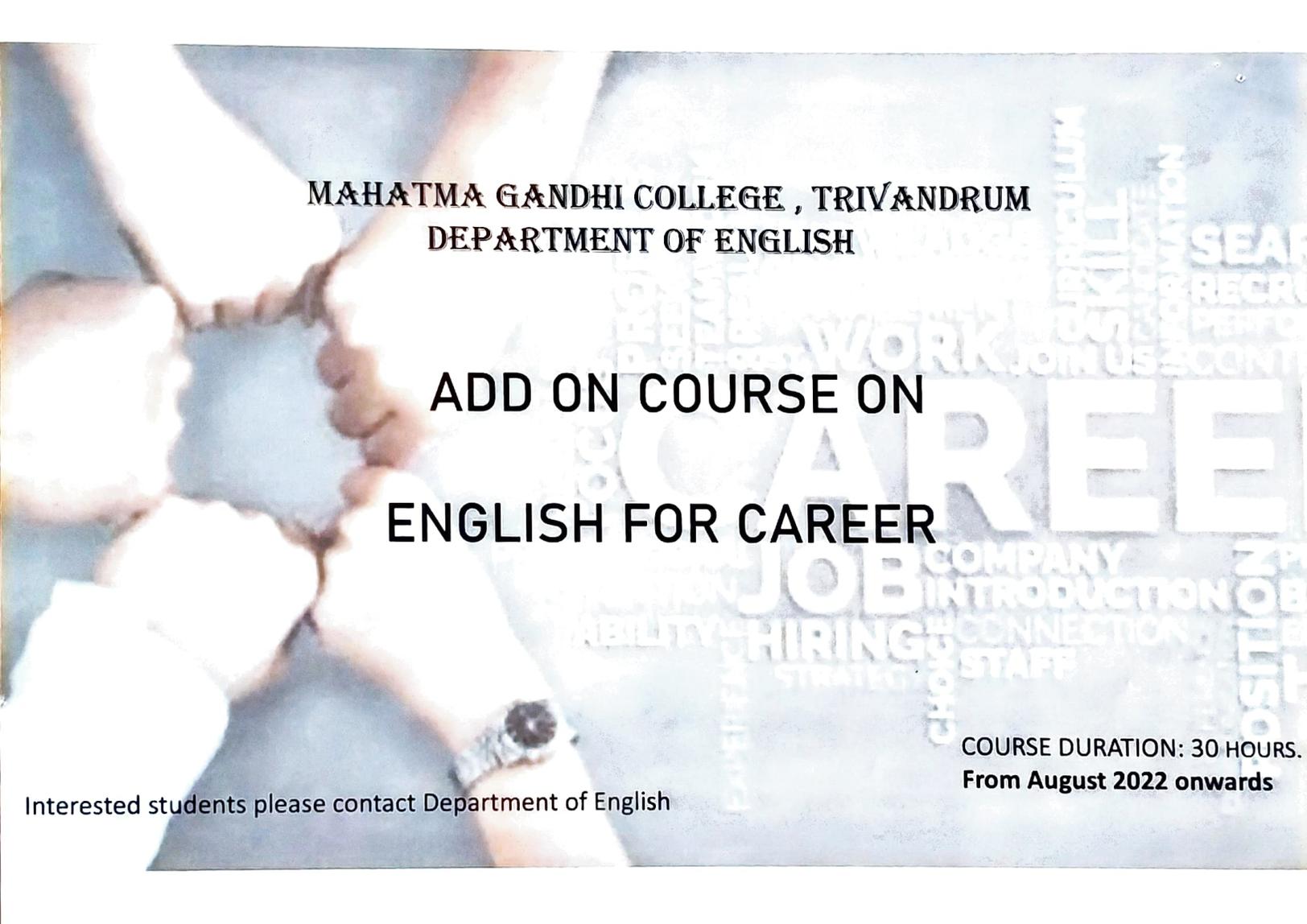


Notice

The P.G department of English is planning to conduct an Add on course **English for career** from August 2022 onwards. Students who are interested please contact the course co-ordinators Vani Jyothi and Aparna .R. Menon, Dept of English.



Dr. VIDYA RAJAGOPAL
Associate Professor and Head
P.G. Dept. of English
Mahatma Gandhi College
Research Guide, University of Kerala
Thiruvananthapuram



MAHATMA GANDHI COLLEGE , TRIVANDRUM
DEPARTMENT OF ENGLISH

**ADD ON COURSE ON
ENGLISH FOR CAREER**

**COURSE DURATION: 30 HOURS.
From August 2022 onwards**

Interested students please contact Department of English

SYLLABUS

ADD- ON COURSE: ENGLISH FOR CAREER

No. of instructional hours per week: 2.5 (Total :30 hours)

Module 1

Phonetics and Phonology

Elements of Phonology- pitch, intonation, stress, accent

Module 2

Listening and Speaking Skills

Building up interpersonal skills- confidence building measures through speaking exercises- Interview skills- Grammar for effective speaking

Module 3

Business Writing

Reports, CVs and resumes, letters, job applications, memos, notices, minutes-

Grammar for effective writing

Module 4

Corporate communication

Roleplay, Presentation, Group Discussion- Body language



Dr. VIDYA RAJAGOPAL
Associate Professor and Head
P.G. Dept. of English
Mahatma Gandhi College
Research Guide, University of Kerala
Thiruvananthapuram

DEPARTMENT OF ENGLISH
MAHATMA GANDHI COLLEGE
THIRUVANANTHAPURAM
ADD-ON COURSE ENROLMENT LIST (2022-23)

The following students of UG 2021-23 batch enrolled for the Add-on Course
(English for Career) offered by the Department of English.

Sl No.	Candidate code	Name	signature
1	23021118001	AARDRA A.S.	<i>Aardra</i>
2	23021118002	ABHAY A.S.	<i>Abhay</i>
3	23021118005	AKHIL PRADEEP	<i>Akhil</i>
4	23021118007	AMBADI SURESH S.S.	<i>Ambadi</i>
5	23021118008	ANAND S.	<i>Anand S.</i>
6	23021118009	ARCHA M.S..	<i>Archa M.S.</i>
7	23021118014	GADHA M. LEKSHMY	<i>Gadha</i>
8	23021118015	GOURI R.	<i>Gouri</i>
9	23021118016	JISHA L.	<i>Jisha</i>
10	23021118018	MEENAKSHI A.M.	<i>Meenakshi</i>
11	23021118019	PARTHAN A.S.	<i>Parthan</i>
12	23021118020	PARVATHY PRATHAP	<i>Parvathy</i>
13	23021118022	SAJIN R.	<i>Sajin</i>
14	23021118024	SNEHA A.	<i>Sneha</i>
15	11521118004	ABHISHEK J.S.	<i>Abhishek</i>
16	11521118007	AJIL KRISHNAN G.	<i>Ajil</i>
17	11521118017	ARYA A.S.	<i>Arya</i>
18	11521118018	ARYA J.	<i>Arya</i>
19	11521118022	DEVANAND S.R	<i>Devanand</i>
20	22021118001	ADWAITH J.S.	<i>Adwaith</i>
21	22021118002	AKHIL S.S.	<i>Akhil</i>
22	22021118004	AMRUTHENDU M.	<i>Amruthendu</i>
23	22021118006	ARATHY R.	<i>Arathy</i>
24	22021118007	ARSHA PRASAD	<i>Arsha</i>
25	22021118011	HARIKRISHNAN D.	<i>Harikrishnan</i>

26 22021118012
27 22021118014
28 22021118018
29 22021118021

NANDANA MUKUNDAN
NEETHU S.
SARAN PRASAD
VISHNU V.S

~~Nandana~~
~~Neethu~~
~~Saran~~
~~Vishnu~~

30 15921118001
31 15921118002
32 15921118006
33 15921118007
34 15921118008
35 15921118010
36 15921118011
37 15921118013
38 15921118014
39 15921118015
40 15921118016
41 15921118019
42 15921118020
43 15921118022
44 15921118023

ABHIMA T.
ADITH B.A
AROMAL.S.
ASWIN UNNI
AVANI ANIL
KRISHNAPRIYA R.R.
NANDHANA SAJEEV
NANDIKA M.S.
PARVATHY KRISHNA S.S.
PRANAV S.
PRANAV P.
SOORYA S. NAIR
VYSHNAVI D.
ABHIRAM S.
ACHUTH BALAKRISHNAN

~~Abhin~~
~~Adith~~
~~Aromal~~
~~Aswin~~
~~Avani~~
~~Krishna~~
~~Nandhana~~
~~Nandika~~
~~Parvathy~~
~~Pranav~~
~~Pranav~~
~~Soorya~~
~~Vyshnavi~~
~~Abhiram~~
~~Achuth~~

45 25021118001
46 25021118002
47 25021118005
48 25021118013
49 25021118014
50 25021118019
51 25021118022

ADITHYAN R.
AMRITHA U.R
HARISREE A.S. NAIR
ATHUL SURESH
DEVIKA A.V
NANDANA S.A
NAVAMI N.S.

~~Adithyan~~
~~Amritha~~
~~Harisree~~
~~Athul~~
~~Devika~~
~~Nandana~~
~~Navami~~

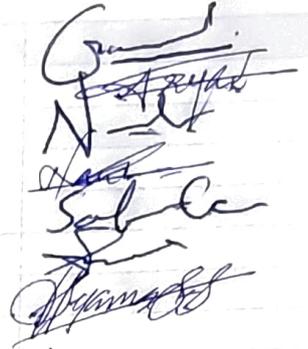
52 13021118009
53 13021118019
54 13021118003
55 13021118005
56 13021118014
57 13021118033
58 13021118021
59 13021118001
60 13021118039
61 13021118010

KRISHNA SAURABH S.G.
ALBIN SANTHOSH
ANAMIKA D.P
DEVU A.S
NEHA V.S
JOSHNA JOHNSON
ANANTHARAMAN D.P
ABHISHA U.R
SWATHY P.S
MEGHA VINAYAN

~~Krishna~~
~~Albin~~
~~Anamika~~
~~Devu~~
~~Neha~~
~~Joshna~~
~~Anantharaman~~
~~Abhisha~~
~~Swathy~~
~~Megha~~

62 13021118006
63 13021118004
64 13021118012
65 13021118013
66 13021118028
67 13021118037
68 13021118031

GAYATHRI CHANDRAN J.S
ARYA NAIR
NANDANA A.R
NANDANA BABU H.
SAFALYA S.
SIDDHI SANTHOSH
SYAMA S.S



69 1562111002
70 1562111046

ABHIRAM K.R
ABHISHEK J. SANTHOSH



Mahatma Gandhi College, Thiruvananthapuram
ADD-ON COURSE: ENGLISH FOR CAREER

Max marks : 25

I. Answer **all** questions.

1. Mark the stress of the following words:
a. examination b. photo c. teacher d. musician e. college
2. Prepare the minutes of a shareholders' meeting in a company.
3. Which are the consonant sounds in English? Give an example each.

(3x5 = 15 marks)

II. Answer the following :

4. Prepare a cover letter and resume for applying for the post of Executive Chef in a reputed restaurant.

(1x 10= 10 marks)

MAHATMA GANDHI COLLEGE
DEPARTMENT OF ENGLISH
ADD-ON COURSE (2021-22): **ENGLISH FOR CAREER**
MARKLIST

Sl No.	Candidate code	Name	Marks (out of 25)
1	23021118001	AARDRA A.S.	23
2	23021118002	ABHAY A.S.	23
3	23021118005	AKHIL PRADEEP	20
4	23021118007	AMBADI SURESH S.S.	23
5	23021118008	ANAND S.	22
6	23021118009	ARCHA M.S.	23
7	23021118014	GADHA M. LEKSHMY	22
8	23021118015	GOURI R.	23
9	23021118016	JISHA L.	23
10	23021118018	MEENAKSHI A.M.	22
11	23021118019	PARTHAN A.S.	22
12	23021118020	PARVATHY PRATHAP	23
13	23021118022	SAJIN R.	20
14	23021118024	SNEHA A.	20
15	11521118004	ABHISHEK J.S.	20
16	11521118007	AJIL KRISHNAN G.	22
17	11521118017	ARYA A.S.	23
18	11521118018	ARYA J.	23
19	11521118022	DEVANAND S.R	22
20	22021118001	ADWAITH J.S.	23
21	22021118002	AKHIL S.S.	22
22	22021118004	AMRUTHENDU M.	21
23	22021118006	ARATHY R.	20
24	22021118007	ARSHA PRASAD	23
25	22021118011	HARIKRISHNAN D.	19
26	22021118012	NANDANA MUKUNDAN	23
27	22021118014	NEETHU S.	23
28	22021118018	SARAN PRASAD	23
29	22021118021	VISHNU V.S	23
30	15921118001	ABHIMA T.	22
31	15921118002	ADITH B.A	23
32	15921118006	AROMAL.S.	23
33	15921118007	ASWIN UNNI	22

MAHATMA GANDHI COLLEGE
DEPARTMENT OF ENGLISH
ADD-ON COURSE (2021-22): **ENGLISH FOR CAREER**
MARKLIST

34	15921118008	AVANI ANIL	22
35	15921118010	KRISHNAPRIYA R.R.	21
36	15921118011	NANDHANA SAJEEV	22
37	15921118013	NANDIKA M.S.	23
38	15921118014	PARVATHY KRISHNA S.S.	22
39	15921118015	PRANAV S.	22
40	15921118016	PRANAV P.	23
41	15921118019	SOORYA S. NAIR	23
42	15921118020	VYSHNAVI D.	22
43	15921118022	ABHIRAM S.	22
44	15921118023	ACHUTH BALAKRISHNAN	23
45	25021118001	ADITHYAN R.	23
46	25021118002	AMRITHA U.R	22
47	25021118005	HARISREE A.S. NAIR	21
48	25021118013	ATHUL SURESH	22
49	25021118014	DEVIKA A.V	22
50	25021118019	NANDANA S.A	22
51	25021118022	NAVAMI N.S.	21
52	13021118009	KRISHNA SAURABH S.G.	23
53	13021118019	ALBIN SANTHOSH	23
54	13021118003	ANAMIKA D.P	22
55	13021118005	DEVU A.S	23
56	13021118014	NEHA V.S	22
57	13021118033	JOSHNA JOHNSON	23
58	13021118021	ANANTHARAMAN D.P	23
59	13021118001	ABHISHA U.R	22
60	13021118039	SWATHY P.S	21
61	13021118010	MEGHA VINAYAN	21
62	13021118006	GAYATHRI CHANDRAN J.S	23
63	13021118004	ARYA NAIR	23
64	13021118012	NANDANA A.R	23
65	13021118013	NANDANA BABU H.	23
66	13021118028	SAFALYA S.	22
67	13021118037	SIDDHI SANTHOSH	22
68	13021118031	SYAMA S.S	22

CERTIFICATE OF COMPLETION

THIS CERTIFICATE IS PRESENTED TO

Nandana A.R

for successfully completing the Add on course, English for Career (2022-23),
offered by the Department of English, Mahatma Gandhi College,
Thiruvananthapuram

Register of Attendance and Fees for the Month of

August 2022

Standard

Admission No.	S. No.	NAME	Days Eng. Date																	
				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
22	51	Naveen N.S.															X		X	X
		English																		
13021118009	52	Krishna Saurabh S.G.															X		A	X
19	53	Albin Senthesh															X		X	X
03	54	Anamika D.P															A		X	X
05	55	Devu A.S															A		X	A
14	56	Neha VS															X		X	X
30	57	Joshna Johnson															X		X	X
21	58	Anantharaman D.P															X		X	X
01	59	Abhishek V.R															X		X	X
34	60	Swathy P.S															A		X	X
10	61	Megha Vijayan															A		X	X
06	62	Geetha Chandran JS															X		X	A
04	63	Anya Neir															X		X	X
12	64	Nandana A.R															X		A	X
13	65	Nandana Beba H.															X		X	X
28	66	Safalga S.															X		X	A
37	67	Siddhi Senthesh															X		X	X
31	68	Syama S.S.															X		A	
		Sociology																		
15621118003	69	Abhiram K.R															X		X	X
46	70	Abhishek J. Senthesh															X		X	X

														No. of days present	No. of days present up to date	Admission for	Date of Examinat	Entire Fee			Spec. Fee			Total	Rate of Payment	Amount of Fee Paid	Remarks			
18	19	20	21	22	23	24	25	26	27	28	29	30	31					Rs.	P.	Rs.	P.	Rs.	P.	Rs.	P.	Rs.	P.	Rs.	P.	
X			X	A	X	X	X		X	A	X																			
X		X	X	X	A				X	X	A																			
X		A	X	X	A				X	X	X																			
X		X	A	X	X				X	X	X																			
X		A	X	X	X				X	X	X																			
X		X	X	X	X				X	X	X																			
X		A	X	X	X				X	X	X																			

Dr. Vidya Rajagopal
Dr. VIDYA RAJAGOPAL
 Associate Professor and Head
 P.G. Dept. of English
 Mahatma Gandhi College
 Research Centre, University of Kerala
 Thiruvananthapuram

No. on roll at the beginning of the month ... Average No. on roll during the month ...
 No. admitted during the month ... Average Attendance ...
 No. left during the month ... Total School Days ...
 No. on roll at the end of the month ...

Current fees collected ... Balance of current fees due ...
 Arrear fees collected ... Balance of arrear fees due ...
 Fine ... Balance of fine due ...

Class Teacher

Inspecting Officer

Total

Total

Head Master



GPS Map Camera



Thiruvananthapuram, Kerala, India

Unity Tower, 4th, Mahatma Gandhi College - Main Block, Sree Nagar,
Kesavadasapuram, Thiruvananthapuram, Kerala 695004, India

Lat 8.531808°

Long 76.943299°

12/08/22 01:45 PM

Add-on Course(2021-22): ENGLISH FOR CAREER REPORT

The Add-on course offered by the Department of English, Mahatma Gandhi College titled, English for Career, was formally inaugurated on 12 August 2022. Principal, Dr V.M.Anandakumar presided over the function. Dr Chitra V.S, HoD in-charge delivered the welcome address. The inaugural session was handled by Sri Renjith Babu (Senior IELTS Trainer, Santamonica Pvt Ltd, on the topic 'English Language for Self Evolution'.

70 students from our various UG programmes enrolled for the course. The classes were conducted as 30 minute sessions, during zero hours on weekdays. The course focused on enhancing the language skills of students with special emphasis on career. Certificates were provided to the students on the successful completion of the course.



Dr. VIDYA RAJAGOPAL
Associate Professor and Head
P.G. Dept. of English
Mahatma Gandhi College
Research Guide, University of Kerala
Thiruvananthapuram