



The Department of English
University of Mumbai

Announces

Certificate Course in

Functional Proficiency in English

Eligibility: **12th Standard** Pass candidates

Date of Commencement: **Sunday, 8th December 2013**

Course Duration – **4 months**

Time: Every **Sunday 10 am – 1 pm**

Fee: **Rs.3000/-**

No of Seats: 20 + 2 (*Scholarship for students from Economically Weaker section*)

Registration: between **20 September 2013 – 20 October 2013**

(On working days and during office hours)

Admissions on ***First-Come-First Served Basis***

Registration Form & Syllabus available online: www.mu.ac.in



Department of English

Certificate Course in Functional Proficiency in English

1. Name (in Block Letters) _____

(Surname) (First Name) (Father/Husband's Name)

2. Address: _____

3. Landline & Mobile No: _____

4. Email ID: _____

5. Educational Qualification: _____

Kindly attach the true copies of 10th Std & 12th Std and Degree Mark sheet, if any.

6. How would you grade your English Language Proficiency?

Excellent [] Very Good [] Good [] Average [] Poor []

7. Do you belong to the economically under privileged class? Yes [] No []

8. If yes you wish to apply for the **scholarship**, then please furnish the following details:

i. Number of members in the family: _____

ii. Annual Income: _____

*Please attach the Annual Income Certificate or Monthly Salary Certificate)

*Note that the names of the students receiving the scholarship will be announced after **20th****October 2013.**9. Details of the Bank Demand Draft: (the DD should be drawn favoring **Course Director, Self Financing Courses, Department of English, University of Mumbai**)

i. D.D No: _____ Date: _____

ii. Name & Address of the Bank: _____

Date: _____

Signature of student

Undertaking

I have gone through the syllabus carefully and understand that

I. 75% attendance is a pre-requisite for obtaining the certificate issued by the Department of English, University of Mumbai at the end of the course.

II. I will not cause disciplinary problems

I also agree to return the books borrowed from the departmental library within 15 days and not damage the books in any way.

Date: _____

Signature of Student

Department of English

University of Mumbai

Self-Financing Certificate Course of the Department of English

Functional Proficiency in English

About the Course

This course focuses on equipping participants with the fundamentals of English required for both good Listening and Speaking Skills, and Reading and Writing. This course can help in better communication among peer group members and at work place.

With the emergence of the global market-place, the English language has found its place as the global medium of communication. Most of us would like to believe that fluency in English is the capability to read and write, but listening and speaking are also very important. Far too often this is neglected in the learning of a language.

Course Objectives:

- To improve the four skills of Listening, Speaking, Reading, and Writing
- To give a base for necessary phonetics, vast vocabulary and good grammar
- To use the language in specific situations
- To improve learners' comprehension, interaction and fluency
- To equip the learners with strategies to improve their communication skills
- To ensure that the training is useful to the learners to succeed in the real world

Expected Learning Outcomes

- ✓ Eliminating Mother Tongue Influences - Indianism
- ✓ Articulating Words
- ✓ Maximizing on your natural style
- ✓ Correct Grammar
- ✓ Eliminating Redundancies
- ✓ Using the right word at the right time
- ✓ Softening a negative message
- ✓ Presenting with Greater Clarity and Confidence
- ✓ Handling Questions and Objections Positively
- ✓ Being Concise
- ✓ Framing effective questions
- ✓ Choosing the right tone
- ✓ Structuring paragraphs and sentences
- ✓ Writing to keep the reader engaged

Eligibility for admission

The course is open to all those interested in bettering their English Language skills.

The minimum qualification for the participants is that they have passed their HSC or an equivalent examination.

Course Duration

4 months (3 hours once a week)

Course Fees

INR **3000**/- per student

Batch Intake:

22 (2 Freeships will be offered to **2** economically underprivileged students)

Teaching Methodology

The Methodology shall include classroom teaching, assignments, viva-voce, practical work, seminar, workshop, project work, quiz, group discussion, role play, etc.

Course Content

Unit 1: Listening

Listening and responding to simple narratives, statements, questions, straightforward explanations and instructions (both face-to face and on the telephone)

Listening and responding to spoken language and following detailed explanations and multi-step instructions of varying length.

Unit 2: Speaking

Speaking to communicate basic information, feelings and opinions on familiar topics using appropriate formality, both face-to-face and on the telephone

Speaking to communicate straightforward and detailed information, ideas and opinions clearly, adapting speech and content to take account of the listener(s), medium, purpose and situation

Unit 3: Reading

To apply relevant reading strategy, distinguish between facts and opinions, decipher facts and make inferences

Unit 4: Writing

Writing to communicate basic information, feelings and opinions on familiar topics.

Course Materials

Will be sourced from authentic discourse such as newspapers, audio-visuals, etc,

Where required materials will be fabricated to teach the student a particular strategy

Evaluation Pattern**Internal Examination**

Assignments based on Units 1 and 2 – 80 marks

Suggested assignments include:

Engaging in discussion with one or more people in a familiar situation, making relevant points and responding to what others say to reach a shared understanding about familiar topics in familiar formal exchanges connected with education, training, work and social roles.

Engaging in conversations with one or more people in a given situation making relevant points and responding to what others say to reach a shared understanding about familiar / unfamiliar topics in an informal exchange connected with ordering at a restaurant, booking tickets, asking directions, and discussing a match.

Class Participation in classroom discussion and activities – 20 marks

External Examination – 100 marks

4 questions will be given as follows:

Q1) Writing

Q2) Writing

Q3) Reading Comprehension

Q4) Reading Comprehension

(The questions will include:

- Objective and Subjective test items to assess the learner's proficiency in the Reading and Writing skills)

NOTE: Students with less than 75% attendance will not be allowed to take the exam.

Syllabus Committee

Prof. (Dr.) Coomi Vevaina (Convenor)

Ms. Donna Reen

Ms. Anusha Ramanathan

Facilitators

Mr. Sachin Labde (Coordinator)

Ms. Anusha Ramanathan

Ms. Donna Reen

Ms. Susan Lobo

Ms. Aarti Punjabi

Ms. Violet Miranda

Ms. Gauri Keshvan