

UNIVERSITY OF MUMBAI**No. UG/ 73 of 2013-14****CIRCULAR:-**

The Principals of affiliated Colleges in Arts and the Heads of Recognized Institutions concerned are hereby informed that the recommendation made by the Faculty of Arts at its meeting held on 16th March, 2013 has been accepted by the Academic Council at its meeting held on 29th April, 2013 **vide** item No. 4.20 and subsequently approved by the Management Council at its meeting held on 20th June, 2013, 21st June, 2013 & 11th July, 2013 **vide** item No.14 and that in accordance therewith, in exercise of the powers conferred upon the Management Council under Section 54 (1) and 55 (1) of the Maharashtra Universities Act, 1994 and the Ordinances 6066 and 6067 and Regulations 8692, 8693 and 8694 and syllabus as per Certificate course in Functional proficiency in English is introduced, which is available on the University's web site (www.mu.ac.in) and that the same has been brought into force with effect from the academic year 2013-14.

MUMBAI – 400 032
5th December, 2013

REGISTRAR

To,

The Principals of affiliated Colleges in Arts and the Heads of Recognized Institutions concerned.

A.C/4.20/29/04/2013

M.C/14/20/06/2013, 21/06/2013 &11/07/2013

No. UG/73 -A of 2013-14 MUMBAI-400 032 5th December, 2013

Copy forwarded with Compliments for information to:-

- 1) The Dean, Faculty of Arts.
- 2) The Director, Board of College and University Development.
- 3) The Co-Ordinator, University Computerization Centre.
- 4) The Controller of Examinations.

Sd/-

Deputy Registrar
Under Graduate Studies

AC 29/4/13
Item No 4.20



Certificate Course in 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

O. 6066 Title Certificate Course in Functional Proficiency in English

O.6067 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.

R.8692 Course Duration

4 months (3 hours once a week)

R.8693 Course Fees

INR 3500/- per student

R.8694 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.

BUDGET

Total Revenue from 20 students @ 3,500/- = INR 70,000/- (Seventy Thousand)

2 freeships for students from the economically underprivileged class.

Cost to the Department:

Expert Faculty Remuneration - INR 57,600 /- @ of INR 1200/- per hour

Coordinator - INR 10,000/-

Resource Procurement - INR 3,000/-

(Newspapers, books, DVDs, etc.)

TOTAL COST - INR 70,000/- (Seventy Thousand)

Infrastructure Required to be provided by the Department of English, University of Mumbai

- ❖ An air conditioned room, with a seating capacity of 30 on Saturdays.
- ❖ An LCD Projector and
- ❖ Audio system with speakers

Facilitators

Prof. (Dr.) Coomi Vevaina

Mr. Sachin Labade

Ms. Donna Reen

Ms. Anusha Ramanathan

Other expert faculty

Syllabus Committee

Prof. (Dr.) Coomi Vevaina (Convenor)

Ms. Donna Reen

Ms. Anusha Ramanathan