

THE ENGLISH AND FOREIGN LANGUAGES UNIVERSITY HYDERABAD-500007

NON-FORMAL COURSES AND RESOURCES  
40-HOUR PROFICIENCY COURSE IN ENGLISH - XXIII

6<sup>th</sup> - 31<sup>st</sup> May 2019

- **Objective:** To enable participants communicate confidently using both written and spoken English
- **Course Duration:** 6<sup>th</sup> to 31<sup>st</sup> May 2019, 4 weeks (40-Hour), five days a week
- **Eligibility:** Pass in the Intermediate/10+2 examination
- **For Foreign Students:** Minimum of 50% in English, in the last Examination.  
*Foreign students should also submit a copy of Visa and Resident Permit valid for the entire duration of the course.*
- **Intake:** 200 on a first-come-first-served basis.
- **Medium of Instruction:** English
- **Class Timings:** 7-9 am (30-35 students) / 3-5 pm (30-35 students) / 6-8 pm (30-35 students) (Monday to Friday)  
*Choice of timings should be indicated in the application form.*
- **Minimum Attendance:** 80%.
- **Skill Areas:** Listening, Speaking, Reading and Writing.  
(Based on the common functions useful for communication.)
- **Materials:** Photocopied materials of classroom tasks and texts.
- **Faculty:** Teaching Assistants appointed by the University (Trained Research Scholars).
- **Cost of Application:** Rs. 25/-
- **Course Fee:** Rs. 2,000/- (No concession)
- **Refund Policy:** No refund of fees possible for any reason whatsoever
- **Certificate:** A certificate will be awarded to each student whoever successfully completes the course. However, for certificate the candidates have to approach the NFCAR office in person with valid ID proof (NFCAR ID Card/Aadhar Card/Voter ID/Passport). If unable to approach the NFCAR office in person, a self-address A4 size envelope with required postal stamp can be sent to the NFCAR office through registered post. The certificate will be posted to the permanent address declared by the candidate.
- **Issue of Applications:** From 19 March 2019 to 26 April 2019 (between 10am-4pm)
- **Last date for Submission of filled-in application forms:** 1 May 2019 (fees payable, on all working days before 4pm, only at **STATE BANK OF INDIA, EFL University Branch, EFLU, Hyderabad**).

The following is the outline of the course: (Oral and Written)

Week I	Week II	Week III	Week IV
Introductions	Explaining	Expressing Opinion	CV and Application
Description	Informing	Group Discussion	Letters
Narration	Instructing/Directing	Note-taking and	Interview Skills
Planning	Asking Questions/Responding	Summarising	Official writing
		Formal Letter Writing	

**Contact:** NFCAR Office, Room.No.29, Ground Floor, Administrative Building, EFL University. Phone Nos: 040 27689646, 27070930.

**Enclosures:**

1. Two passport size photographs
2. Aadhar card / Voter ID / Passport

Sd/-  
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