

NON-FORMAL COURSES AND RESOURCES
160-HOUR PROFICIENCY COURSE IN ENGLISH-XXII

8 January to 27 April 2018

- **Objective:** To enable participants to communicate confidently using both written and spoken English.
- **Course Duration:** 8 January to 27 April 2018 (4 months), five days a week and 2 hrs a day.
- **Eligibility:** Intermediate completed.
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
- **Levels:** Basic, Intermediate and Advanced based on a placement test conducted on 27th December 2017.
– Candidates who complete Basic or Intermediate level course can register for the next level if desired.
- **Class Timings:** Morning Batch: 7 to 9 am / Evening Batch: 6 to 8 pm
Choice of timings should be indicated in the application form.
- **Class Size:** 30 - 35
- **Minimum Attendance:** 80% for certificate (20% exemption on medical grounds only).
- **Skill Areas:** Listening, Speaking, Reading and Writing based on the English language functions useful for communication.
- **Tutorials:** Once a week for grammar and vocabulary practice
- **Materials:** Photocopied materials of classroom tasks and texts that will be used.
- **Faculty:** Teaching Assistants (Research Scholars) appointed by the University.
- **Tests:** Monthly progress checks will be held to monitor students' improvement. **A final test** will be held at the end of the course.
- **Certificate:** A certificate will be awarded to students who complete the course, meeting all the requirements
- **Cost of Application:** Rs.50/-
- **Course Fee:** Rs.8000/- (No concessions)
- **Refund:** No refund of fees possible for whatsoever reason
- **Issue of applications:** from 27 November 2017 to 22 December 2017 (between 10.30am - 4.00pm)
- **Last date for Submission of filled in application forms** 26 December 2017 (fees payable on all working days between 10.30am to 4.00pm at **STATE BANK OF INDIA, EFL University Branch, EFL-U, Hyderabad**).

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

Month I	Month II	Month III	Month IV
Introductions	Explaining	Letter Writing	Reports
Description	Informing	CV Application letter	Proposals
Narration	Instructing/Directing	Interview Skills	Minutes of Meeting
Planning	Asking Questions/ Responding	Group Discussion	Revision

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

Sd/-
Director
Non-Formal Courses and Resources