

THE ENGLISH AND FOREIGN LANGUAGES UNIVERSITY HYDERABAD-500007
NON-FORMAL COURSES AND RESOURCES

XXX-40-HOUR PROFICIENCY COURSE IN ENGLISH
09 June – 04 July 2025

(APPLICATIONS ACCEPTED OFFLINE ONLY)

- **Objective:** To enable participants to communicate confidently using both written and spoken English
- **Course Duration:** 4 weeks (40-Hour), five days a week, 2 hrs a day, **09 June - 04 July 2025**
- **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.*
- **The following are not eligible:**
 - i) Those ex-employees who were found guilty and penalized for their proven misconduct
 - ii) Ex-students who were penalized as per ordinances or those who were detained or debarred by the University
- **Enclosures:**
 1. One passport size photograph
 2. A Xerox copy of Aadhaar card / Voter ID / Passport
- **Intake:** 200 on a first-come-first-served basis
- **Medium of Instruction:** English
- **Class Timings:** 7 to 9 am / 6 to 8 pm (Monday to Friday) (*Choice of timings should be indicated in the application form.*)
- **Class Size:** 30 – 35.
- **Minimum Attendance:** 80% (20% exemption on medical grounds only)
- **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 engaged by the University
- **Evaluation:** Final test at the end of the course
- **Certificate:** Certificates will be awarded to students who complete all the requirements of the proficiency course. For collection of certificates, students have to approach the NFCAR Office in person with original EFL-U Gate Pass or valid ID proof (NFCAR ID Card/Aadhaar Card/Voter ID/Passport). If a student is unable to approach the NFCAR office in person, a self-addressed A4 size envelope with required postal stamp along with valid Identification Proof as mentioned above and the original EFL-U Gate Pass should be sent to the NFCAR office through registered post. The certificate will be sent by post to the permanent address given by the student.
- **Course Fee:**
 - a) For Indian students Rs. 3,000/-
 - b) For Foreign Students of EFL University Rs. 4,000/-
 - c) For Foreign Nationals Rs. 5,000/-(No concession will be allowed in the course fee in all the three categories)
- **Refund Policy:** **NO REFUND OF FEES POSSIBLE FOR ANY REASON WHATSOEVER**
- **Issue of applications:** from **01 May 2025 to 31 May 2025**
- **Last date for submission filled in application forms:** **31 May 2025**
- **The following is the tentative outline of the course: Oral and Written)**

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

Contact: NFCAR Office, Room.No.29, Ground Floor, Administrative Building, EFL University, Hyderabad - 500 007.
Phone No: 040 27689646.

Sd/-
Director
Non-Formal Courses and Resources