University of Mumbai



Department of English

Announces

Certificate Course in

Functional Proficiency in English

Eligibility: 12th Standard Pass candidates

Commencement of Course: July, 2018

Course Duration – 4 months

Time:

Every **Saturday 05:00 pm - 8:00 pm**

Fee: ₹ **3,500/-**

No of Seats: 20 + (2 freeships for students from Economically Weaker sections)

Registration: 23 May 2018 – 11 June 2018 (11:00 am to 3:00 pm)

Admissions on *First-Come-First Served Basis*

Address:

Department of English, University of Mumbai, Ground Floor, Ranade Bhavan, Vidyanagari Campus, Santacruz [E], Mumbai – 400098

: Contact :

022-2654 1830/2654 3337

Email ID: office@english.mu.ac.in

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

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

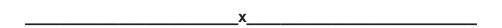
External Examination - 100 marks

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.



University of Mumbai

Registration Form 2018-19



Latest Passport size Photo

Department of English

Certificate Course in Functional Proficiency in English

1. Name (in Block Let	tters)		
	(Surname)	(First Name)	(Father/Husband's Name)
2. Address:			
3. Landline & Mobile	No*:		
4. Email ID*:			
5. Educational Qualifi	ication:	6. Cast & Category*:	
7. UID [Aadhar] No.:			
Kindly attacl	h the true copies 12 ^{tl}	Std and/or Degree mark s	heet.
8. How would you gra	ade your English Lan	guage Proficiency?	
Excellent [] Ve	ery Good [Good [] Avera	ge [] Poor []
9. Do you belong to th	ne economically unde	r privileged class? Yes [] No []
		hip, (Note that the names of admission.) then please fur	of the students receiving the rnish the following details:
i. Number of	members in the famil	y:	
ii. Annual Inc	come:		
(Please attach	the Annual Income	Certificate or Monthly Salary	Certificate)
[Note: The Course D	irector's decision sh	all be final and binding.]	
11. Details of the Ban	k Challan: i. Challan	No:i	ii. Date:
		T 1 4 1 1	
English, Univ		e for obtaining the certificat he end of the course.	te issued by the Department of
Date:	_		Signature of Student