University of Mumbai



Department of English

Announces

Certificate Course in

Functional Proficiency in English

Eligibility: 12th Standard Pass candidates

Date of Commencement: Saturday, 25th November 2017

Course Duration – 4 months

Time:

Every Saturday, 05:00 pm to 8:00 pm

Fee: ₹3,500/-

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

Registration: 31st October 2017 – 22nd November 2017 (10:00 am to 01:00 pm)

Admissions on First-Come-First Served Basis

Dr. Shivaji Sargar
Professor and Head
Department of English
University of Mumbai
Ground Floor, Ranade Bhavan, Vidyanagari Campus
Santacruz [E], Mumbai - 400098

Contact: 022- 2654 1830/2654 3337 Mobile: 7588710466/9029969946

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

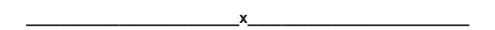
External Examination - 100 marks

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

Self attested Photograph

Department of English

Certificate Course in Functional Proficiency in English

1. Name (in Block Lett	ters)				-
	(Surname)	(First Name)	(Fath	er/Husband's Nam	e)
2. Address:					
3. Landline & Mobile	No*:				
4. Email ID*:					
5. Educational Qualific	cation: 6. C	Cast & Category*:			
7. UID [Aadhar] No*.:					_
Kindly attac	h the true copies 12 ^t	th Std and/or Degr	ee mark she	et.	
8. How would you gr	rade your English Lar	nguage Proficiency	?		
Excellent [] Ver	ry Good [Good []	Average [] Poor []	
9. Do you belong to the	e economically under pri	vileged class?	Yes []	No []	
• •	o apply for the freesh ounced after last date	•		•	he
i. Number of	members in the famil	ly:			
ii. Annual Ind	come:				
(Please attach	n the Annual Income	Certificate or Mont	hly Salary Co	ertificate)	
[Note: The Course]	Director's decision s	hall be final and b	inding.]		
11. Details of the Bank	Challan: i. Challan No	:	ii. Date: _		-
		Undertaking			-
I have gone through	the syllabus carefully	S	at		
I. 75% attend Department of	lance is a pre-requisite of English, University cause disciplinary pro	e for obtaining the of Mumbai at the o	certificate iss	•	

Date: _ _ / _ _ / 2017

Signature of Student