

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

40-HOUR PROFICIENCY COURSE IN ENGLISH - XXVII

3-31 July 2024

- **Objective:** To enable participants to communicate confidently using both written and spoken English.
 - **Course Duration:** 3-31 July 2024, 4 weeks (40-Hour), five days a week and 2 hrs a day.
 - **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 awarded punishment based on their misconduct.
 - ii) Ex-students who were awarded punishment or those who were detained or debarred by the University.
 - **Enclosures:**
 1. Two passport size photographs
 2. Aadhar card / Voter ID / Passport
 - **Intake:** 200 on a first-come-first-served basis.
 - **Medium of Instruction:** English
 - **Class Timings:** 7-9 am (30-35 students) / 6-8 pm (30-35 students) (Monday to Friday)
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 common functions useful for communication.)
 - **Materials:** Photocopied materials of classroom tasks and texts.
 - **Faculty:** Resources Scholars well-versed in English Languages Teaching (ELT) appointed by the University
 - **Cost of Application:** Rs. 100/-
 - **Certificate:** A certificate will be awarded to students who complete all the requirements of the proficiency 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 candidate unable to approach the NFCAR office in person, a self-addressed 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.
 - **Cost of Application:** Rs. 100/-
- Course Fee:**
- a) For Indian students Rs. 2,500/-
 - b) For Foreign Nationals Rs. 5,000/-
 - c) For Foreign Students of EFL University Rs. 4,000/-
- (No concessions 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 16 May 2024 to 18 June 2024 (between 10:30am-4:00pm)
 - **Last date for Submission of filled-in application forms:** 18 June 2024 (fees payable, on all working days before 4:00pm, only at **STATE BANK OF INDIA, EFL University Branch, EFLU, Hyderabad**).

The following is the tentative 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.

Director
Non-Formal Courses and Resources