

THE ENGLISH AND FOREIGN LANGUAGES UNIVERSITY HYDERABAD-500007

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

3rd December – 29th December 2018

- **Objective:** To enable participants communicate confidently using both written and spoken English
- **Course Duration:** 3rd December 2018 to 29th December 2018, 4 weeks (40-Hour), five days a week
- **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.
- **Intake:** 200 on a first-come-first-served basis.
- **Medium of Instruction:** English
- **Class Timing:** 7-9 am (30-35 students) / 3-5 pm (30-35 students) / 6-8 pm (30-35 students) (Monday to Friday)
Choice of timings should be indicated in the application form.
- **Minimum Attendance:** 80%.
- **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 appointed by the University (Trained Research Scholars).
- **Cost of Application:** Rs. 25/-
- **Course Fee:** Rs. 2,000/- (No concessions)
- **Refund Policy:** No refund of fees possible for any reason whatsoever
- **Certificate:** A certificate will be awarded to each student whoever successfully completes the course.
- **Issue of Applications:** From 25 October 2018 to 26 November 2018 (between 10am-4pm)
- **Last date for Submission of filled in application forms:** 28 November 2018 (fees payable, on all working days before 4pm, only at STATE BANK OF INDIA, EFL University Branch, EFLU, Hyderabad).

The following is the 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. Phone Nos: 040 27689646, 27070930.

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Director

Non-Formal Courses and Resources