

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

40-HOUR PROFICIENCY COURSE IN ENGLISH - XXVII  
3-31 July 2024

**(APPLICATIONS ACCEPTED ONLY ONLINE)**

- **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, 2 hrs a day
- **Classes:** OFFLINE (Face-to-face) mode; lab and class room sessions
- **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. Aadhar card / Voter ID / Passport
- **Intake:** 200 on a first-come-first-served basis
- **Medium of Instruction:** English
- **Class Timings:** 7 am-9 am (30-35 students) / 6 pm-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 necessary for communication)
- **Materials:** Photocopied materials of classroom tasks and texts
- **Faculty:** Resource Scholars well-versed in English Language Teaching (ELT) engaged by the University
- **Certificate:** A certificate will be awarded to students who complete all the requirements of the proficiency course. However, for obtaining the certificate, candidates have to approach NFCAR office in person with valid ID proof (NFCAR ID Card/Aadhar Card/Voter ID/Passport). If candidate is unable to approach NFCAR office in person, a self-addressed A4 size envelope with required postal stamp can be sent to NFCAR office through registered post. The certificate will be posted to the permanent address declared by the candidate.
- **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**
- **ONLINE APPLICATION:** visit our website [www.efluniversity.ac.in](http://www.efluniversity.ac.in)
- **Last date for online application forms:** **30 June 2024**
- **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 No: 040 27689646

**Director**  
Non-Formal Courses and Resources