

THE ENGLISH AND FOREIGN LANGUAGES UNIVERSITY HYDERABAD-500007

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

27 November - 22 December 2017

- **Objective:** To enable participants to communicate confidently using both written and spoken English
- **Course Duration:** 27 November - 22 December 2017, 4 weeks (40-Hour), five days a week
- **Eligibility:** Intermediate completed.  
**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% for certificate 20% (on medical emergency).
- **Skill Areas:** Listening, Speaking, Reading and Writing.  
All based on the common functions useful for communication.
- **Materials:** Photocopied materials of classroom tasks and texts that will be used.
- **Faculty:** Teaching Assistants appointed by the University (Research Scholars).
- **Cost of Application:** Rs.25/-
- **Course Fee:** Rs.2000/- (No concessions)
- **Refund:** No refund of fees possible for any reason whatsoever
- **Certificate:** A certificate will be awarded to students who have successfully completed the course.
- **Issue of Applications from:** 6 November 2017 to 22 November 2017 (between 10am-4pm)
- **Last date for Submission of filled in application forms:** 24 November 2017 (fees payable on all working days before 4pm only at **STATE BANK OF INDIA, EFL University Branch, EFL-U, Hyderabad**).

The following is the outline of the course content: (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.

Sd/-

Director

Non-Formal Courses and Resources