



Centre for Open and Distance Learning (CODL), University of Jaffna invites applications from the eligible candidates to follow the above course conducted by Department of English Language Teaching (DELT), Faculty of Arts, University of Jaffna.

## PROGRAMME OBJECTIVES

This course has been designed to:

- Equip the professionals and students with English language proficiency to fulfill their day-to-day professional and higher educational requirements.
- Broaden the language skills of the professionals with advanced proficiency in English language structure, technical writing, advanced reading skill, business communication and presentation skills to perform confidently in any practical situations that require a higher degree of fluency, accuracy, efficiency and effectiveness.
- Enhance adequate and uniform proficiency level in English language to encounter the global and national demands in their respective fields.
- Develop Basic Interpersonal Communicative Skills (BICS) and abilities in English and make them conversant in the language.
- Promote all the basic language skills: reading, listening, writing and speaking.

## DURATION

- The duration of the course is **one year** which consists of **two semesters**.
- Classes will be held at weekends only.

## SELECTION CRITERIA

- A Candidate must sit for a written examination to check the ability in basic reading and writing skills. The duration of the examination is one hour.
- The candidates will be called for an interview based on the marks scored in the written examination to assess the basic oral proficiency in English.
- Based on the overall performances, 50 candidates will be selected at a time with a reserve list.

## COURSE FEE

• Application Form	Rs 500.00
• Registration Fee	Rs 750.00
• Library Deposit (Refundable)	Rs 750.00
• Library Usage	Rs 1000.00
• Course Fee	<u>Rs 40,000.00</u>
<b>Total</b>	<b><u>Rs43, 000.00</u></b>

## ENTRY REQUIREMENTS

- An applicant must have passed the G.C.E A/L Examination in all three subjects in any stream in one sitting and a pass in English at G.C.E A/L or a credit pass in G.C.E O/L.

## INSTRUCTIONS

- Application could be obtained from the Centre for Open and Distance Learning, University of Jaffna during 9.00am to 4.00pm on weekdays.

**Or**

- Application form can be downloaded from website ([www.codl.jfn.ac.lk](http://www.codl.jfn.ac.lk))
- Duly filled application along with the payment slip for a sum of 500/= which should pay at any branch of the **People's Bank** island wide using the usual deposit slip. Keep a photocopy of the slip with you. (Acc.No.-890022300001093)
- To be sent under registered cover to the following address **on or before 10th June 2022**. It should be mentioned "**Diploma in Professional English**" on the left hand corner of the envelope.

Deputy Registrar,  
Centre for Open and Distance Learning,  
University of Jaffna,  
Thirunelvely.