

Course Title	Certificate Course in English for Officers
Course Code	CCE102
Hours	72
Target Group- Non- Academic staff of University of Jaffna, Government, Non-government Employees and Private sector employees.	
Course Fees-12000.00	
<p>The objectives of the course are to:</p> <ul style="list-style-type: none"> - develop learners' ability to function effectively in the communicative context, - enable the learners to create a simple text and make notes effectively in the relevant context - prepare the learners to respond to fairly simple discourses - develop learners' ability to comprehend short official texts and cope with features of spontaneous speech. 	
Intended Learning Outcomes	
<ul style="list-style-type: none"> • recognize the structural elements to construct grammatically correct utterances • expand vocabulary related to general business situations • develop skills in comprehending various official documents • extract main points from supporting details from relevant information • organize relevant information and ideas into coherent paragraphs in business writing • produce official documents using mechanics of writing • utilize the oral and aural skills to function in different social, professional and academic domains effectively • take down points on lectures and other professional meetings appropriately 	
Syllabus Content	
<p>Grammar & Vocabulary: Sentences, small texts & exercises focussed on tense, voice, prepositions, articles, etc. Sentences, small texts and exercises on different types of sentences: simple, compound and complex sentences (noun/adjectival/adverbial clauses), if conditionals, (Teachers can use 3 dimensional Grammar Pie that elaborate structure, use and functions of grammar points such as voice, tense, etc. as an instructional approach is recommended).</p>	

Vocabulary - Sentences and simple texts that include words, terminology, register of a relevant to the official documents and practice exercises. Should improve not only passive but active vocabulary.

Reading skills

Short and long authentic reading texts relevant to office works, letters, circulars, emails, advertisements, charts, web pages, magazines, research articles, reports, etc.

Writing Skills

writing instructions, guided composition; describing of people, places and objects using appropriate tenses; writing short essays, emails, notes, invitations, formal and informal letters, small ads, writing agenda for meetings and functions, leaflets, etc. gap filling, sentences-completion, sentence-reordering, filling various forms,

Communication Skills (Speaking)

Making simple commands, asking for and giving directions, introducing self and others, explaining events and objects, asking for things, making inquiries using yes/No questions and wh-questions, making telephone calls, making short speeches, expressing and responding to personal feelings, opinions and attitudes, involving in conversations on particular topics and contexts, etc.

Listening Skills

Listening to several short extracts and longer texts (dialogues, announcements, conversations, talks, etc.) and complete a range of task types, including short answer questions, gap filling, matching, multiple choices and note taking.

Teaching and Learning Methods/Activities	Lectures, Tutorial discussion, e-based learning, Open Educational Resources, Assignments, Guided learning, group activities, presentation, forums
Evaluation	<p>Formative assessment (In-course):40%</p> <ul style="list-style-type: none"> • Note taking from an official documents (10 %) • Writing instructional documents –note/memo/letters (10%) • Presenting short speech/PowerPoint presentation(10%) <p>40%</p> <ul style="list-style-type: none"> • Note taking from meetings (10 %) <p>Summative Assessment: 60</p> <p>2. End Examination</p> <p>Written Examination: The question paper for the written examination contains 3 parts based on the reading, grammar and written component. The duration of the paper is 3 hours and the students are expected to answer all the questions on the paper itself.</p> <p>Part I: Reading- choosing sub titles for paragraphs, true or false, matching words with similar meanings, skimming and scanning questions, transfer of information, etc. – 35 Marks.</p>

	<p>Part II: Grammar – tenses, prepositions, word order, use of adjectives and adverbs, compound and complex sentences, etc. - 25Marks</p> <p>Part III: Writing – describing people, places objects, profile writing, note writing, invitations, emails, agenda, short essays & formal and informal letters, small ads, agenda for meetings, leaflets etc. - 40 Marks.</p> <p>Total marks: 100 Marks. (100 Marks will be converted to 60%)</p>						
<p>Evaluation Procedure and Examination for Certificate Course in English</p>	<p>The evaluation of the course has two components: Formative and Summative Assessments.</p> <p><u>In-Course Assessment: Formative Assessment</u></p> <p>Forty percent (40%) of the marks will be given for the in course assessment. In case of repeat candidates or an absentee, marks obtained for in course assessment shall be carried forward for the next course examination.</p> <p><u>End of Course Evaluation: Summative Assessment</u></p> <p>End of course evaluation (60%) shall be conducted at the end of the course duration. The duration of the examination shall be 3 hours.</p> <p>Eligibility Requirements to sit for the End of Course</p> <ul style="list-style-type: none"> • All students are required to satisfy the 80% attendance. • Student who fails to sit for an examination shall be given a symbol (AB) absent for the examination. <p><u>Valid Reasons for Absence from an Examination</u></p> <p>Permission may be granted only if the student absence is due to valid reason such as serious ill health or any other case which is accepted by the Senate. If excuse granted to a student he/she should sit the examination on the next immediate occasion.</p> <p>Repeating a course unit</p> <ul style="list-style-type: none"> • A student who obtains a less than 45 marks shall repeat the course in subsequent course duration. <p><u>Grading System</u></p> <p>Final grade of the course shall be determined by the following table.</p> <table border="1" data-bbox="488 1780 1102 1898"> <thead> <tr> <th>Range of marks</th> <th>Grade</th> </tr> </thead> <tbody> <tr> <td>80 -100</td> <td><u>A+</u></td> </tr> <tr> <td>75 - 79</td> <td><u>A</u></td> </tr> </tbody> </table>	Range of marks	Grade	80 -100	<u>A+</u>	75 - 79	<u>A</u>
Range of marks	Grade						
80 -100	<u>A+</u>						
75 - 79	<u>A</u>						

70 - 74	<u>A-</u>
65 - 69	<u>B+</u>
60 - 64	<u>B</u>
55 -59	<u>B-</u>
50 - 54	<u>C+</u>
45 - 49	<u>C</u>
40 - 44	<u>C-</u>
35 - 39	<u>D+</u>
30 - 34	<u>D</u>
00 - 29	<u>E</u>

Awarding the Certificate course

A student deemed to have qualified for the award of certificate in English

- He/she obtains a minimum 45 marks in the final evaluation of the course.
- A student who obtains B+ or above grade shall be awarded merit pass.

The Effective Date

The effective date of the certificate course shall be the last date of the final examination, and for a repeat candidate, the effective date shall be the last date of the examination in which he/she appears as a repeat candidate.

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Recommended Readings:

Murphy, R. 1992, *Essential English Grammar*, Cambridge University Press, Cambridge.

Thomson A.V. & Martinet. A.J. (2009). *A Practical English Grammar*. ELBS.

[Raymond Murphy.](#) (2012) *English Grammar in Use Book with Answer: A Self-Study Reference and Practice Book for Intermediate Learners of English*, Cambridge University Press, United Kingdom.

John Seely. (2013) *The Oxford Guide to Effective Writing and Speaking*, 3rd Edition, Oxford, University Press, United Kingdom.

Frangoise, G. (2012) *Developing Reading Skills: A Practical Guide to Reading Comprehension Exercises*, Cambridge University Press, United Kingdom

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Centre for Open and Distance Learning (CODL)

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