

# ❖ **Certificate Course in Spoken English (CCSE)**

## **Guidelines**

### **PART I - GENERAL**

1. These Guidelines may be cited as guidelines for the certificate course in English No.....  
Of 2016, and shall come in to force on .....
2. A student may be awarded the Certificate in Spoken English of the Institute of Human Resource Advancement of the University of Colombo if s/he
  - (a) has been admitted to the Institute of Human Resource Advancement, University of Colombo (hereinafter referred to as the "Institute ") as a student under the Institute of Human Resource Advancement Ordinance;
  - (b) has been a duly registered student of the Institute for the period prescribed for the course of study leading to the Certificate Course and her/his registration continues to be in force;
  - (c) has been selected to follow a course of study leading to the Certificate Course on being admitted as permitted by the Admission Criteria described in the guidelines;
  - (d) has passed all the examinations leading to the Certificate Course
  - (e) has paid such fees as may have been prescribed by the Institute and any other dues payable by her/him to the Institute and
  - (f) has fulfilled all other conditions and requirements as may have been prescribed by these Guidelines and the Regulations and the Rules of the Institute and the University.
3. There may be a Coordinator appointed by the Director on the recommendation by the Board of Study on Languages Teaching and the Academic Syndicate of the Institute.
4. Applications to be considered for registration for the Course shall be invited by notice in the national newspapers.
5. The minimum period of registration for the Certificate Course shall be one year. The period of registration shall be counted from the date of commencement of the Course.
6. Eligibility to apply for admission as a student to the Certificate Course in Spoken English of the institute rests on the following conditions  
to sit for the Placement cum Selection Test conducted by the Institute  
and  
be over 17years of age
7. The syllabus is specified as in Schedule 1
8. The students are enrolled for Level I and Level II of the course depending on their performance at the Placement cum Selection Test.

9. No candidate shall be considered to have passed the Certificate Course in Spoken English examination unless s/he has passed the examination as prescribed by these Guidelines and any other Regulations and Rules made by the Institute.

## **PART II - EXAMINATION**

### **Scheme of Examination:**

- i. There shall be 03 Continuous Assessment Tests which are in the form of Oral Tests
  - ii. There shall be 01 Mid-Term Test which comprises a Written Paper and an Oral Test
  - iii. 80% attendance is required to sit the Final Examination
  - iv. The Final Examination comprises a Written Paper and an Oral Test
  - v. The candidates shall have to appear for both the Written Paper and the Oral Test at the Final Examination in order to complete the course successfully.
  - vi. The Overall mark obtained by any student is allocated as given in Schedule 2.
10. Any student who does not complete the Certificate Course in Spoken English successfully within three academic years from the date on which s/he first registered as a student shall cease to be a student of the Certificate Course in Spoken English of the Institute unless decided otherwise by a recommendation of the Board of Study on Language Teaching and the Syndicate of the Institute.

### **Determination of Results**

#### **Grades:**

(A distinction Pass)	–	75% to 100
(A Merit Pass)	–	60% to 74%
(A Credit Pass)	–	50% to 59%
(A Pass)	–	40% to 49%
F (Fail)	–	39% or less

### **11. Schedule 1 – Syllabus**

#### **12. Level I (72 hours)**

#### ***International function (Language for social purposes)***

- Making introductions
- Describing people
- Describing places
- Agreeing/ disagreeing
- Expressing opinion
- Telling the time
- Making suggestions
- Inviting for social purposes
- Apologizing

#### ***Transactional function (Language for giving & receiving information)***

- Facing an interview
- Health issues
- Complaining
- English for Marketing

- Telephone skills

### ***Performance function***

- Making a prepared speech

### ***Activities***

- Songs
- Language games

## **Level II**

### ***Interactional function (Language for social purposes)***

- Facing an interview
- Health issues
- Complaining
- Negotiating
- English for Marketing
- Telephone skills

### ***Performance function***

- Making a presentation
- Delivering a welcome speech
- Delivering vote of thanks
- Basic debating skills

### ***Supplementary Lessons***

- Personality development
- Phonetics

### ***Activities***

- Language games
- Songs

## **Schedule 2 – Criteria for Evaluation**

Take home assignments	–	10%
Mid-term Revision test	–	05%
Written Final examination	–	70%
Final oral test	–	15%

### **Criteria to be amended as follows;**

## **Schedule 2 – Criteria for Evaluation**

Take home assignments + Mid-term Revision	-	10 %
Written Final Examination	-	30%
Final oral Examination	-	60%

Approval of the Academic Syndicate is sought to amend the Criteria for Evaluation of the Certificate Course in Spoken English.