

Guidelines for the Certificate Course in English

PART I - GENERAL

1. This Guideline may be cited as guideline 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 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 English of the institute rests on the following conditions
 - i) to sit for the Placement Test conducted by the Institute
and
 - ii) be over 17 years of age
7. The students are enrolled for the Higher Level, Intermediate level, Preliminary level and Foundation Course depending on their performance at the Placement Test. The syllabus

is specified as in Schedule 1

8. No candidate shall be considered to have passed the Certificate Course in 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

9. The Scheme of Examination consists of three (03) components; Continuous Assessment, Mid-term Test and Course-End examination.
 - i There shall be three (03) Continuous Assessment which are in the form of Take home assignments
 - ii There shall be one (01) Mid-Term Test which comprises a Written Paper and an Oral Test
 - iii There shall be Course-end Examination which comprises a Written Paper and an Oral Test
 - iv The candidate shall have to appear for both the Written Paper and the Oral Test in **both the Mid-term test and the Course-end Examination** in order to complete the programme successfully.
 - v 80% attendance is required to sit the Final Examination
 - vi The Overall mark obtained by any student is allocated as given in **Schedule 2.**
10. A candidate's performance shall be graded according to the following criteria:

A (A distinction Pass)	-	75% to 100
B (A Merit Pass)	-	60% to 74%
C (A Credit Pass)	-	50% to 59%
D (A Pass)	-	40% to 49%
E (Fail)	-	39% or less
11. Criteria for evaluation is given in Schedule 2
12. Conditions for completion of the examination
 - i. A candidate who has not completed the examination successfully at the first sitting shall be allowed to repeat the whole Final Examination on two subsequent attempts within the next two academic years
 - ii. Any student who does not complete the Certificate Course in 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 English of the Institute unless decided otherwise by a recommendation of the Board of Study on Languages

Schedule 1: Syllabus

Preliminary Level

Reading

Vocabulary building Scanning)	Comprehension (Skimming& Reading advertisements
Reading notices	
Poems (Comprehension Level)	

Grammar

Countable/ uncountable forms	Singular Plural Possessive
'be' verb – Statements ,question forms	Yes/no There is/are, It is
adjectives	Articles
Possessive Pronouns	Adjectives
questions	Tenses
Question form (Do/Does)	Modal verbs
Prepositions	
Quantifiers	
Adverbs	
Imperatives	

Writing

Spelling	Mechanics of Filling forms
writing	Describing a person
Dictation	Describing a place
Writing a simple sentence	Writing a short paragraph
	Guided composition
	Writing a personal letter

Speech

Pronunciation of different sounds stress	Syllable Saying
Introducing oneself	Giving
good bye/ Taking leave	Offering
Describing location directions	Asking
Accepting/Refusing an invitation food & drinks	
Ordering food & drinks	
Expressing likes & dislikes	
Describing a place	
Agreeing/disagreeing	
Expressing physical feelings	

for help
 Telephone skills
 Making a request
 Making a short speech

Intermediate Level

Reading

Vocabulary inferences	building	Comprehension (Skimming&
Reading notices	Scanning	making
Reading advertisements	Poems (Comprehension level)

Grammar

Parts of speech	Articles
Quantifiers	Prepositions
Regular irregular verbs	Tenses
Participle form	Question forms (Yes/No)
questions, Wh questions)	
Tag questions	sequence markers
Adjectives/ Adverbs	Phrasal verbs
Gerunds	Infinitive form
Modal verbs	Active – Passive Voice
Present& Past Passive)	
Conditional sentences	Relative clauses

Writing

Spelling	Mechanics of writing
Writing a short paragraph	Guided Composition
Describing a place	Describing a person
Writing a personal letter	Writing a short composition
Summarizing	

Speech

Pronunciation of different sounds	Introducing oneself
Saying good bye/ Taking leave	Describing a person
Giving directions	Making a request
Accepting/ refusing a request	Making a complaint
Talking about customs	Expressing feelings
Expressing opinion	Interviewing a person
Making a short speech	

Higher level

Reading

Vocabulary building	Reading for Comprehension	skimming,
inferencing)	scanning,	
Poems (comprehension level		
Proverbs		
Idiomatic phrases		

Grammar

Parts of speech	Prepositions
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Quantifiers	Articles
Adjectives	Adverbs
Question forms (Yes/No questions, Wh questions)	Tag questions
Sequence markers	Tenses
Participle form	Conjunctions
Infinitive form	Active- Passive Voice
Present & Past Passive)	

Writing

Spelling	Mechanics of writing
Guided writing	Writing a short paragraph
Describing a person	Writing a comparative essay
Writing a personal letter	Describing a process
Writing a biography	Writing a composition

Speech

Get to know each other	Saying good bye/ Taking leave
Giving directions	Telephone skills
Describing a process	Refusing
Making a request	Expressing opinion
Asking for information	Describing a place
Giving advice	Making excuses
Interviewing a person	Discussing an issue
Relating a story	Making a speech

Schedule 2: Criteria for evaluation

Take home assignments	- 10%
Mid term Revision tests	- 5%
Final written exam	- 70%
Final oral test	- 15%