

Guidelines for the Short Course in English for School Leavers

PART I - GENERAL

1. This Guideline may be cited as guideline for the Short Course in English for School Leavers and shall come in to force on -----
2. A student may be awarded the Short Course 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 Short Course and her/his registration continues to be in force;
 - c) has been selected to follow a course of study leading to the Short Course on being admitted as permitted by the Admission Criteria described in the guidelines;
 - d) has passed all the examinations leading to the Short 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 Board of Management of the Institute.
4. Applications to be considered for registration for the Course shall be invited by open and circular notices.
5. The minimum period of registration for the Short Course shall be Six months. 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 Short Course in English for School Leavers of the institute rests on the following condition.
 - I. not less than 17 years of age
7. No candidate shall be considered to have passed the Short Course in English for School Leavers 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

8. The Scheme of Examination consists of three (03) components; Continuous Assessment, Revision Test and Course-End examination.

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| i | There shall be three (03) Continuous Assessment which are in the form of Take home assignments |
| ii | There shall be one (01) Revision 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 1. |

09. A candidate's performance shall be graded according to the following criteria:

D (Distinction Pass)	-	75% to 100
M (Merit Pass)	-	60% to 74%
C (Credit Pass)	-	50% to 59%
P (Pass)	-	40% to 49%
F (Fail)	-	39% or less

10. Criteria for evaluation is given in Schedule 2

11. Conditions for completion of the examination

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| 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 Short Course in English for School Leavers successfully within three consecutive attempts from the date on which s/he first registered as a student shall cease to be a |

student of the Short Course in English for School Leavers of the Institute unless decided otherwise by a recommendation of the Board of Study on Languages Teaching and the Board of Management of the Institute.

Schedule 1: Syllabus

Reading

Vocabulary building
 Reading notices
 Poems (Comprehension Level)
 Comprehension (Skimming&Scanning)
 Reading advertisements
 Inferences
 Proverbs
 Idiomatic phrases
 Reading for Comprehension (skimming & scanning)

Writing

Spelling, Writing, Dictation
 Writing a simple sentence
 Mechanics of Filling form

 Describing a person and a place
 Writing a short paragraph

 Guided composition
 Writing letters(Formal and informal)
 Describing a process

 Writing a biography

Grammar

Forms 'be' verb – Statements ,question forms
 Question form (Do/Does)

 Parts of Speech, Prepositions, Modal verbs

 Tenses, Relative clauses, Conditional Sentences and Active and Passive voice, Formation of questions, Sequence markers, Quantifiers

Speech

Pronunciation of different sounds, stress
 Introducing oneself, good bye/ Taking leave
 Describing location, directions

Accepting/Refusing an invitation
Agreeing/disagreeing, Expressing physical feelings
Telephone skills, Making a request
Making a short speech, Saying, Giving, Offering, Asking

Schedule 2: Criteria for evaluation

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