

## ***e-ITEC Course in English Language Proficiency***

### **Eligibility**

Graduates/Post graduates in any discipline with some knowledge of English and five years of working experience in a government sector.

### **Objectives of the course**

The specific objectives of the course are to enable participants to:

- develop grammatical competence
- enrich vocabulary
- listen and understand a variety of spoken texts
- speak fluently in a variety of contexts
- read and understand different kinds of texts
- write different types of texts

### **Justifications/Rationale**

The curriculum is designed keeping in view the age, the experience and the heterogeneous backgrounds of the participants, with room for flexibility to suit the needs of the various groups.

In order to provide a holistic learning experience for the participants, the classes are organized around a set of communicative functions useful for adult learners.

### **Schedule of classes**

The programme will be of 3 weeks (30 hours) duration with 10 hours of study each week of which 4-5 hours may be live online sessions and 5-6 hours may be dedicated to asynchronous videos that can be downloaded and watched by the participants. Handouts and assessment sheets may be uploaded on the platform used/emailed to the participants.

Of the 16 asynchronous classes 2 hours may be allotted to the area of IHHC (Indian history, heritage and culture). The other 14 asynchronous classes will be dedicated to the language components. Of the 14 synchronous classes 2 classes are allotted to IHHC and 12 classes will cover the Language components which are listening and speaking, reading and writing, along with grammar and vocabulary.

**Number of hours for each course: 30 hours spread over 3-weeks**

**A. Asynchronous mode: 16 hours\***

<b>Course Components</b>	<b>No. of hours</b>
Listening	02
Speaking	02
Reading	03
Writing	03
Grammar	02
Vocabulary	02
Indian Heritage and Culture	02

\*asynchronous video lessons and study materials, handouts and assessment sheets uploaded on the platform used/ emailed to the participants.

**B. Synchronous mode: 14 hours (face to face –online)**

<b>Course Components:</b>	<b>No. of hours</b>
Listening	02
Speaking	02
Reading	02
Writing	02
Grammar	02
Vocabulary	02
Indian Heritage and Culture	02

**Day-wise breakup of the programme\*\***

**Week 1**

<b>Day</b>	<b>Asynchronous (Flexible)</b>	<b>Synchronous (Fixed)</b>
<b>Monday</b>	<b>1 hour of Listening 1 hour of Speaking</b>	<b>1 hour of Listening</b>
<b>Tuesday</b>	<b>1 hour of Reading</b>	<b>1 hour of Speaking</b>
<b>Wednesday</b>	<b>1 hour of Writing</b>	<b>1 hour of Reading</b>
<b>Thursday</b>	<b>1 hour of Grammar</b>	<b>1 hour of Writing</b>
<b>Friday</b>		<b>1 hour of Grammar</b>

\*\*This is a tentative timetable for the first week.

## **Faculty Profile**

The faculty teaching on these courses are internationally trained, fully qualified, and vastly experienced teachers of this university. The teachers are from various departments of the Schools of English Language Education, Distance Education and Languages Sciences in EFL University, who have specialization in areas of ELT, Linguistics and Phonetics. Besides them, experts in different aspects of art and culture are invited to interact with the participants.

## **Technical requirement at far-end/participants' end**

During the live sessions participants are expected to have laptops/smart phones with good internet connectivity and the ability to log into Google meet. Participants should have a Gmail account.

## **Video conferencing/ online platform to be used by the institute**

Google classroom/ Google meet

## **Learning outcomes**

By the end of the training programme the participants will be able to:

- improve their proficiency in English
- equip themselves with skills such as reading, writing, listening, speaking and reference skills.
- use English language with confidence