



## Department of Adult, Continuing Education & Extension University of Delhi

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### English Language Proficiency Course

The University of Delhi offers an 80-hours course in **English Language Proficiency** to enable students to improve their ability to speak, read, listen and write in English. It is being conducted under the auspices of the **Department of Adult, Continuing Education & Extension (DACEE)**, University of Delhi.

#### Details of the Course

- A. Course Objectives:** The course will give students practice in using English in a wide variety of contexts relevant to work, study and social activities. It will specifically help students to:
- Understand and respond to spoken language
  - Learn how to speak fluently and use appropriate expressions
  - Read and comprehend different kinds of texts for different purposes
  - Write coherently and effectively in formal and informal contexts.

The course is offered at three levels, **Basic, Intermediate and Advanced**. The **Basic Course** is for those who have an elementary knowledge of the English language, and cannot use it even in everyday, familiar contexts. The **Intermediate Course** is for those who are fairly confident about using the skills of listening, speaking, writing and reading for different purposes at a relatively higher level. The **Advanced Course** will help students to use the language in academic contexts, i.e. respond critically to texts/situations in written and oral form and to employ the necessary tools and strategies to undertake UG/PG studies satisfactorily.

The students who have attended the Basic/Intermediate Course offered by the University of Delhi and obtained at least a **Grade C** overall are eligible for the next higher level course. For those who wish to join the Intermediate or Advanced Course without doing the Basic Course, there will be a test so that they can be placed at the appropriate level. They will need to pay a fee of **Rs. 250** (Non-refundable) and the level placement test will be held on 08<sup>th</sup> January, 2015 at 3 pm **There is an interview before joining the Basic Course. All the students of Delhi University are eligible for admission to the Basic Level.**

- B. Duration:** 11<sup>th</sup> January 2016 to 17<sup>th</sup> March 2016, 2 hours each day, Four days a week, with a total of 80 hours (including assessment).
- C. Eligibility:** This course is open only to the students of the University of Delhi, currently enrolled in undergraduate, post-graduate or research programs, including certificate courses and courses at the Campus of Open Learning. Any Delhi University Student can get him/herself enrolled. There is an interview for admission to the Basic Course.

- D. Course Fee:** Students of all categories (General/OBC/SC/ST) admitted to the Course will have to pay a fee of Rs. 3,000/- (Rupees Three Thousand only). The course fee for SOL students is also Rs. 3000/- The course fee for foreign students is Rs. 6000 as per Foreign Students' Registry (FSR) guidelines.

**Note: The course fee must be paid through a demand draft in favour of "The Registrar, University of Delhi", payable at State Bank of India, Delhi University Branch.**

- E. How to join the course:** Forms can be downloaded from our website (<http://dacee.du.ac.in/>) or taken from the **ELPC office, Room No. 5, Department of Adult, Continuing Education & Extension (DACEE), Bamboo structure, (Behind Faculty of Social Sciences, Opposite Daulat Ram College), North Campus, Delhi University.** Admissions will take place between 14<sup>th</sup> December 2015 and 8<sup>th</sup> January 2016 on all working days (Monday-Friday) from 10 a.m. to 5p.m. Completed applications should be submitted to the ELPC office along with the required fee (in draft only) and a copy of a valid college/university ID Card or course fee receipt. Admissions will be done on a first come first served basis.
- F. Certificate of Proficiency:** On the basis of students' performance in a test of English Language Proficiency administered at the end of the course, a Certificate of Proficiency will be given.
- G. Attendance:** Attending classes and participating in all the activities is important. Students should attend all classes to make full use of all the opportunities the course will provide in order to improve their English. **65% attendance is mandatory for students to take the final test.**
- H. Code of Conduct:** Only students who have enrolled in the Course should attend classes. Others will be asked to leave the course instantly; no further explanations will be entertained. Students are required to follow the rules pertaining to *Maintenance of Discipline* (Ordinance XVB) of the University.

**NOTE:**

- 1. Course fees will not be refunded after the first week of classes.**