

## CERTIFICATE COURSE IN ENGLISH

### Target Group

Learners with lower intermediate level of competence in English are the target group; the course would be suitable for those in all grades of employment as well as young adults who are looking for employment at such levels. It would also be suitable for those intending to follow professional or academic courses in the English medium.

The course provides opportunities to practise and improve listening, speaking, reading and writing skills (grammar included) needed in working environment and day-to-day social situations.

### Duration

Part I	- 160 hours
Part II	- 160 hours

### Eligibility

The following candidates are eligible to apply:

#### (a) The employed:

With at least 6 G.C.E. (O/L) passes at one sitting

**OR**

#### (b) The unemployed

With at least 3 passes at the G.C.E. (A/L) examination.

**(Internal students of any University and the students who will be enrolled in any University in the year 2016/'17 are not eligible to apply.)**

### Selection

Selection will be done through a Placement Test.

- Certificate Course

Selection to Part I or Part II of the Certificate Course will be done on the marks scored at the Placement Test.

### Application Forms

Application forms and the brochure are available at the Distance & Continuing Unit of the University of Ruhuna

**Attach a receipt of Rs. 500/= paid to the Account No.3695841 of the University Branch of the Bank of Ceylon along with the completed application.**

The applications and relevant documents can be obtained from the Distance & Continuing Education Unit during 09.00 a.m. - 03.00 p.m. on all working days from of 6<sup>th</sup> March to 7<sup>th</sup> April 2017.

Or by sending stamped self-addressed envelope of 9Zx4Z to the DCEU  
Or from the DCEU website **www.dceu.ruh.ac.lk**

### To prepare the Application

**Follow the instructions given in the application form.**

### To submit the application

Call over at the office of the **Distance & Continuing Unit** from Monday to Friday between 9.00 am and 3.00 pm from **07<sup>th</sup> March 2017 to 07<sup>th</sup> April 2017.**

When the application is handed over, attach a stamped self-addressed envelope of 9Zx4Z to inform the date of the Placement Test.

### Course Fee

The course fee is Rs 23,000/=

*The full course fee must be paid by the selected candidates at the registration.*

### Classes

Each part of the course consists of 40 teaching sessions. Each session is of 4 hour duration.

Classes will be held on weekends only. Applicants will be allowed to select any one of the following sessions:

1. Saturday 08.00 am -12.15 pm.
2. Saturday 12.45 pm.- 05.00 pm.
3. Sunday 8.00 am. - 12.15 pm.

Classes are scheduled to commence in *May 2017*

### Attendance

Attendance of students will be recorded at each session. In order to remain in the course or sit the final examination a student must maintain a record of **satisfactory attendance**.

### Placement Test

The Placement Test will be held on 29<sup>th</sup> *April 2017*.

Applicants who do not sit the Placement Test cannot be enrolled in the course.

Results of the Placement Test will be posted to the candidates on or before 15<sup>th</sup> May 2017

### Registration for the Course

From 15<sup>th</sup> May 2017 to 26<sup>th</sup> May 2017 on any working day from 9.00 am

to 3.00 pm at the DCEU of the University of Ruhuna.

### Inquiries

If further information is required, a candidate may contact:

The Coordinator  
Extension Courses in English  
English Unit  
University of Ruhuna  
**Direct line: 041-2231385**

Or

Assistant Registrar /DCEU  
University of Ruhuna  
**Direct line: 0412223133**

**General line: 041-2227007**



**UNIVERSITY OF RUHUNA**

**DISTANCE &  
CONTINUING  
EDUCATION UNIT**

**Extension Courses in  
English 2016/'17**

**ENGLISH LANGUAGE  
TEACHING UNIT**