

## UNIVERSITY OF RUHUNA

### Application for the Advanced Certificate Course in English (Revised)

<b>1</b>	<b>Type of qualification</b> (Certificate/Advanced Certificate/Diploma)	Advanced Certificate
<b>2.1</b>	<b>SLQ level</b> (SLQL 1, 2 or 3)	SLQL 2
<b>2.2</b>	<b>NVQ level</b> (if relevant)	NVQL 4
<b>3.1</b>	<b>Mode of delivery</b> – please state whether online (100%), blended (% online & % in person), or in person (100%)	In-person 100%
<b>3.2</b>	<b>Name of qualification</b>	Advanced Certificate in English
<b>3.3</b>	<b>Abbreviated name of the Qualification</b>	AdvCert (English)
<b>4.1</b>	<b>Faculty</b> (proposer's)	Humanities and Social Sciences
<b>4.2</b>	<b>Department</b> (proposer's)	English Language Teaching
<b>4.3</b>	<b>Other entities involved</b>	N/A
<b>4.4</b>	<b>To be offered by</b> (whether DCEU or proposer's faculty/department)	Department of English Language Teaching (DELTA) and DCEU
<b>4.5</b>	<b>Language(s) of delivery</b>	English
<b>5.</b>	<b>Background, need and justification</b> (any supporting documents can be given as annexes)	
	<p>In this high-tech era, English Language competence is obviously a prerequisite for all types of employment and educational opportunities that have emerged in the spirit of globalization. The socio-economic environment has transformed in such a staggering way that every thinking individual feels compelled to acquire a decent command of English to enter the global academic and professional environments as those who lack such command will be at a grave disadvantage.</p> <p>In this context, the service rendered by the University of Ruhuna in terms of providing English language education for the people of the Southern Region in particular and the nation of Sri Lanka by and large has been curtailed by the absence of a fully-fledged Advanced Course in English. Therefore, the Department of English Language Teaching of the University of Ruhuna has designed the Advanced Certificate in English course to help individuals to receive exposure to the most challenging aspects of the English language and communication. The course curriculum is designed in such a way that it caters for the</p>	

	<p>English language and communication requirements of the students to overcome the challenges in the world of work. This course also creates a pathway to achieve a higher qualification in their education to make them attractive to the job market as well as academia.</p> <p>In order to enhance the quality of the instruction offered thereby, this course is designed to meet the Sri Lanka Qualification Framework (SLQF) standards. The individuals who successfully complete the Advanced Certificate in English course will widen up their horizons by acquiring new knowledge produced and disseminated freshly across the world. Furthermore, they will be able to find numerous interesting and challenging employment and educational opportunities worldwide. Additionally, this programme promotes lifelong learning, adds value to their professional life, and contributes thereby to the social and economic development of the country.</p> <p>The specific objectives of the proposed course are to : enable students to read and comprehend texts, enable students to use reading strategies such as scanning, skimming and guessing skills, enable students to be able to produce different writing texts and documents adapting appropriate styles, enable students to listen and interpret different short texts and conversations, enable students to engage in conversations in real-life situations with the focus on language functions, enable students to use intermediate grammar structures necessary for both spoken and written communication in English.</p>
<b>6.1</b>	<b>Entry requirements</b>
	<p>Completion of junior secondary level, which is Grade 9 or an equivalent,</p> <p><b>OR</b></p> <p>Completion of primary education and certified work experience equivalent to a minimum period of two years in a particular field equivalent to SLQF level 1 provided that the applicant is at least 16 years of age</p> <p><b>AND</b></p> <p>Obtain the required pass mark decided by the DELT at the Placement Test.</p> <p><b>OR</b></p> <p>Successful completion of Certificate in English (SLQF Level 1 or NVQ Level 3)</p>

<b>6.2</b>	<b>Selection procedure</b>						
	The Distance and Continuing Education Unit of the University of Ruhuna invites applications for registration of students at the beginning of an academic year through advertisements. Upon the registration, applicants are expected to take the placement test and the number of students enrolled for the course in a given academic year is determined by the Department of English Language Teaching (DELT), University of Ruhuna based on candidates' performance at the placement test.						
<b>7.</b>	<b>Qualification attributes</b> (Please refer to K-SAM model in SLQF handbook and state which attributes you expect students to achieve at the completion of the course)						
	Upon successful completion of the course, the candidates will be able to: <ul style="list-style-type: none"> <li>• identify elements of reading comprehension.</li> <li>• use reading strategies such as scanning, skimming and guessing skills.</li> <li>• recognize sentence boundaries and cohesive devices.</li> <li>• produce different texts and documents adapting an appropriate style.</li> <li>• recognize intonation and stress patterns.</li> <li>• formulate conversations in communicative contexts with the focus on language functions.</li> </ul>						
<b>8.1</b>	<b>Volume of learning in terms of credits</b> (certificate – 10, Adv. Certificate – 15, Diploma – 30)				15 Credits		
<b>8.2</b>	<b>Course structure</b> (please fill the tabular format given below)						
	Indicate core (C)/optional or elective (O) course units/modules appropriately. Indicate course units/modules that are conducted jointly with other programmes.						
	<b>No.</b>	<b>Semester/ (Months or Weeks)</b>	<b>Module Code</b>	<b>Module name</b>	<b>Credit Value</b>	<b>Core (C)/ Optional (O)</b>	<b>Hour allocation (T/P/IL)</b>
	1	1	ACE2214	Reading	04	C	45 (Theory) + 30 (Practical) +125 (Independent Learning)
	2	1	ACE2224	Writing	04	C	45 (Theory) + 30 (Practical) +125 (Independent Learning)

3	1	ACE2233	Listening	03	C	30 (Theory) + 30 (Practical) +90 (Independent Learning)
4	1	ACE2244	Speaking	04	C	15 (Theory) + 90 (Practical) +125 (Independent Learning)
Total				15		135 (Theory) +180 (Practical)+ 435 (Independent Learning)

### 8.3 Teaching panel

Name	Qualification	Affiliation (Department/university)
Samaraweera, S.G.S. (Dr.)	PhD in Education, PhD in Applied Linguistics, MPhil, MA, BA	Senior Lecturer, Department of English Language Teaching
Nishantha, K.S.G.S. (Mr.)	PhD (Reading), MPhil, MA in Applied Linguistics - TESL, MA in Linguistics, BA	Senior Lecturer, Department of English Language Teaching
Gamage, I. (Mrs.)	PhD (Reading), MPhil, MA, BA	Senior Lecturer, Department of English Language Teaching
Gunawardane, R. (Mr.)	PhD (Reading), MPhil, MA, BA	Senior Lecturer, Department of English Language Teaching
Molagoda, H.M.T.M.H. (Ms.)	MA, BA	Lecturer, Department of English Language Teaching
Anushika Kariyawasam (Ms.)	PhD (Reading), MA, BA, PGDP	Lecturer (Probationary), Department of English Language Teaching
Hemanthi Hidellaarachchi (Ms.)	PhD (Reading), MA, BA, PGDP	Lecturer (Probationary), Department of English Language Teaching
Batuwatta, S. (Ms.)	MA, BA	Instructor in English, Department of English Language Teaching

Jayawardhana, R.A.W.D. (Ms.)	MA, BA, TESOL	Instructor in English, Department of English Language Teaching
Samarawickrama, P.P. (Ms.)	MA, MHRM, BA, CELTA	Instructor in English, Department of English Language Teaching
Pushpananda, S.T.W.M. (Ms.)	MA in English Studies (Reading), MA in Linguistics, BA, CELTA	Instructor in English, Department of English Language Teaching
Dahanayake, C.A. (Ms.)	MA in TESL (Reading), MA in International Relations, BA	Instructor in English, Department of English Language Teaching
Jayarathna, G.A.R.C. (Ms.)	MA (Reading), BA, CELTA	Instructor in English, Department of English Language Teaching
Anupama, D.S. (Ms.)	MA, BA	Instructor in English, Department of English Language Teaching
Piyumi, S.H. (Ms.)	MA (Reading), BA	Instructor in English, Department of English Language Teaching

**8.4**

**Evaluation procedures** (Please indicate Assessment components, range of weightages, grading schemes, equations applicable – may change the table format as required)

Assessment components		Course Modules			
		ACE 2014	ACE 2024	ACE 2033	ACE 2044
Theory/Practical	Percentage (%)	60	60	60	60
	Time Allocation (H)	3	3	2	3
Continuous Assessment	Percentage (%)	40	40	40	40
	Time Allocation (H)				

8.5	<b>Conditions for the award of qualification and academic concessions.</b>																																																										
	<table border="1" data-bbox="252 353 858 920"> <thead> <tr> <th>Marks (%)</th> <th>Grade</th> <th>GPV</th> </tr> </thead> <tbody> <tr><td>85- 100</td><td>A+</td><td>4.00</td></tr> <tr><td>70-84</td><td>A</td><td>4.00</td></tr> <tr><td>65-69</td><td>A-</td><td>3.70</td></tr> <tr><td>60-64</td><td>B+</td><td>3.30</td></tr> <tr><td>55-59</td><td>B</td><td>3.00</td></tr> <tr><td>50-54</td><td>B-</td><td>2.70</td></tr> <tr><td>45-49</td><td>C+</td><td>2.30</td></tr> <tr><td>40-44</td><td>C</td><td>2.00</td></tr> <tr><td>35-39</td><td>C-</td><td>1.70</td></tr> <tr><td>30-34</td><td>D+</td><td>1.30</td></tr> <tr><td>25-29</td><td>D</td><td>1.00</td></tr> <tr><td>0-24</td><td>E</td><td>0.00</td></tr> <tr><td>-</td><td>E*</td><td></td></tr> </tbody> </table> <table border="1" data-bbox="252 965 976 1144"> <tbody> <tr> <td>Not applied/Absent without accepted reason(s)/Not Eligible</td> <td>E*</td> </tr> <tr> <td>Accepted Medical Certificate</td> <td>MC</td> </tr> <tr> <td>Results withheld</td> <td>WH</td> </tr> </tbody> </table> <p data-bbox="252 1218 1410 1249">Final overall evaluation of the course shall be graded as illustrated in the following table.</p> <table border="1" data-bbox="252 1249 1362 1615"> <thead> <tr> <th>Level of Achievement</th> <th>Range of Avg. Mark</th> </tr> </thead> <tbody> <tr> <td>Distinction</td> <td>Avg. Mark <math>\geq</math> 80%</td> </tr> <tr> <td>Merit pass</td> <td><math>70\% \leq</math> Avg. Mark <math>&lt; 80\%</math></td> </tr> <tr> <td>Pass</td> <td><math>40\% \leq</math> Avg. Mark <math>&lt; 70\%</math></td> </tr> <tr> <td>Fail</td> <td>Avg. Mark <math>&lt; 40\%</math></td> </tr> </tbody> </table>	Marks (%)	Grade	GPV	85- 100	A+	4.00	70-84	A	4.00	65-69	A-	3.70	60-64	B+	3.30	55-59	B	3.00	50-54	B-	2.70	45-49	C+	2.30	40-44	C	2.00	35-39	C-	1.70	30-34	D+	1.30	25-29	D	1.00	0-24	E	0.00	-	E*		Not applied/Absent without accepted reason(s)/Not Eligible	E*	Accepted Medical Certificate	MC	Results withheld	WH	Level of Achievement	Range of Avg. Mark	Distinction	Avg. Mark $\geq$ 80%	Merit pass	$70\% \leq$ Avg. Mark $< 80\%$	Pass	$40\% \leq$ Avg. Mark $< 70\%$	Fail	Avg. Mark $< 40\%$
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8.6	<b>Progression opportunities</b>																																																										
	A student who completes the advanced certificate course successfully is qualified to proceed to the 3rd level of SLQF in the same or a related subject.																																																										
8.7	<b>Physical facilities available</b>																																																										
	Adequate physical resources, including lecture halls and teaching and learning aids, are available at the department and the faculty level.																																																										

8.8	<b>Module information sheets (please use following table format to give necessary details for each course unit/module – not as annexes)</b>					
<b>Module 01</b>						
<b>Module/Course unit code</b>	ACE21 14	<b>Module/course unit Name</b>	Reading			
<b>Credits</b>	4					
<b>GPA/NGPA</b>	GPA	<b>Theory(hr)(total)</b>	45	<b>Practical(hr)(total )</b>	30	
		<b>Theory (Hours/week)</b>	3	<b>Practical (Hours/week)</b>	2	
<b>Prerequisites</b>	None	<b>Assignments( hr) (total)</b>	-	<b>Independent Learning(hr)(total)</b>	125	
<b>Module Aim</b>		This module aims to develop the reading skills of the students by using a variety of reading extracts from different types of reading texts.				
<b>Module Learning Outcomes</b>		<p>After the completion of this course unit, the students will be able to:</p> <p>LO-1: identify elements of reading comprehension.  LO-2: identify the characteristics of a reader.  LO-3: recognize the writer’s opinion or view.  LO-4: recognize main ideas and supporting details.  LO-5: infer context that is not explicit by using background knowledge.  LO-6: identify the elements of decoding and linguistic awareness.  LO-7: interpret the process of written texts.  LO-8: construct meaning in written texts.</p>				
<b>Module Outline</b>		<ul style="list-style-type: none"> <li>▪ Reading extracts: books, magazines, newspapers, brochures and flyers</li> </ul>				
<b>Marks Allocation(% values for each component)</b>		<p>Continuous Assessments – 40% (Reading comprehension 01, Reading comprehension 02)</p> <p>End Assessment-60%</p>				
<b>Eligibility requirements to Appear for End Semester Evaluation, if</b>		A minimum participation of 60%for the teaching activities and completion of the continuous assessments				

<b>applicable</b>	
<b>Necessary Conditions to pass the module</b>	Obtain a minimum of 40% of the final evaluation, including continuous assessments and end-semester written examination
<b>Recommended Readings</b>	Byrne, D. (1997). <i>Intermediate Comprehension Passages</i> . Cambridge Publications. Lee, L., & Gundersen, E. (2011). <i>Select Readings: Pre-Intermediate</i> (2nd ed.). OUP. McCarthy, M., & O'Dell, F. (1999). <i>Vocabulary in Use (Intermediate)</i> . Cambridge University Press. Swan, M. (2017). <i>Practical English Usage</i> (4th ed.). OUP.

### Module 02

<b>Module/Course unit code</b>	ACE22 24	<b>Module/course unit Name</b>	Writing		
<b>Credits</b>	4				
<b>GPA/NGPA</b>	GPA	<b>Theory(hr)(total)</b>	45	<b>Practical(hr)(total)</b>	30
		<b>Theory (Hours/week)</b>	3	<b>Practical (Hours/week)</b>	2
<b>Prerequisites</b>	None	<b>Assignments( hr) (total)</b>	-	<b>Independent Learning(hr)(total )</b>	125
<b>Module Aim</b>		This module aims to enhance the essential writing skills of the students.			
<b>Module Learning Outcomes</b>		<p>After the completion of this course unit, the students will be able to:</p> <p>LO-1: Identify elements of short essays, formal letters and applications.</p> <p>LO-2: produce information and ideas logically.</p> <p>LO-3: recognize ingredients of a paragraph sufficiently.</p> <p>LO-4: use a wide range of vocabulary to convey precise meanings.</p> <p>LO-5: demonstrate word choice and collocation.</p> <p>LO-6: produce simple and complex structures.</p> <p>LO-7: produce error-free sentences.</p>			



	LO-8: demonstrate good control of grammar and punctuation.
<b>Module Outline</b>	<ul style="list-style-type: none"> <li>▪ Writing short essays</li> <li>▪ Filling applications</li> <li>▪ Writing formal letters</li> </ul>
<b>Marks Allocation(% values for each component)</b>	<p>Continuous Assessments - 40% (Filling applications, Formal letter writing)</p> <p>End Assessment-60%</p>
<b>Eligibility requirements to Appear for End Semester Evaluation, if applicable</b>	A minimum participation of 60%for the teaching activities and completion of the continuous assessments
<b>Necessary Conditions to pass the module</b>	Obtain a minimum of 40% of the final evaluation, including continuous assessments and end-semester written examination
<b>Recommended Readings</b>	<p>Burns, W. (2014). <i>Inside Writing: Introductory Student Book</i> (2nd ed.). OUP.</p> <p>Graves, D.H. (1994) <i>A fresh look at writing</i>. Portsmouth, NH: Heinemann.</p> <p>Swan, M. (2017). <i>Practical English Usage</i> (4th ed.). OUP.</p>

### Module 03

<b>Module/Course unit code</b>	ACE22 33	<b>Module/course unit Name</b>	Listening		
<b>Credits</b>	3				
<b>GPA/NGPA</b>	GPA	<b>Theory(hr)(total)</b>	30	<b>Practical(hr)(total)</b>	30
		<b>Theory (Hours/week)</b>	2	<b>Practical (Hours/week)</b>	2
<b>Prerequisites</b>	None	<b>Assignments(hr) (total)</b>	-	<b>Independent Learning(hr)(total)</b>	90
<b>Module Aim</b>	The aim of this module is to make the students identify the listening strategies and apply them effectively in different listening contexts.				

<b>Module Learning Outcomes</b>	<p>After the completion of this module, the students will be able to:</p> <p>LO-1: identify information from different modes of speeches.</p> <p>LO-2: interpret songs paying attention to the language.</p> <p>LO-3: identify listening strategies.</p> <p>LO-4: apply listening strategies in listening.</p> <p>LO-5: create meaning correctly.</p> <p>LO-6: recognize the difference between active and passive listening.</p>
<b>Module Outline</b>	<ul style="list-style-type: none"> <li>▪ Listening to local/ international news</li> <li>▪ Listening to formal speeches / short lectures</li> <li>▪ Listening to songs</li> <li>▪ Listening to radio/TV interviews</li> </ul>
<b>Marks Allocation(% values for each component)</b>	<p>Continuous Assessments - 40% (Table completion, Matching information)</p> <p>End Assessment - 60%</p>
<b>Eligibility requirements to Appear for End Semester Evaluation, if applicable</b>	<p>A minimum participation of 60% for the teaching activities and completion of the continuous assessments</p>
<b>Necessary Conditions to pass the module</b>	<p>Obtain a minimum of 40% of the final evaluation, including continuous assessments and end-semester written examination</p>
<b>Recommended Readings</b>	<p><i>How can I improve my listening?: A brief guide with tips for improving listening skills.</i> (n.d.). Key and Preliminary, Cambridge English. <a href="https://www.cambridgeenglish.org/images/562911-tips-for-listening.pdf">https://www.cambridgeenglish.org/images/562911-tips-for-listening.pdf</a></p> <p>Doverspike, W. F.(2006). <i>How to improve your listening skills.</i> <a href="http://drwilliamdoverspike.com/">http://drwilliamdoverspike.com/</a></p>

**Module 04**

<b>Module/Course unit code</b>	ACE2244	<b>Module/course unit Name</b>	Speaking		
<b>Credits</b>	4				
		<b>Theory(hr)(total</b>	15	<b>Practical(hr)(total</b>	90

	<b>GPA/NGPA</b>	GPA	<b>l)</b>		<b>)</b>	
			<b>Theory (Hours/week)</b>	1	<b>Practical (Hours/week)</b>	3
	<b>Prerequisites</b>	None	<b>Assignments (hr) (total)</b>	-	<b>Independent Learning(hr)(total)</b>	125
	<b>Module Aim</b>		The aim of this module is to develop the student's speaking skills that can be used in diverse communicative contexts.			
	<b>Module Learning Outcomes</b>		<p>After the completion of this course unit, the students will be able to:</p> <p>LO-1: formulate conversations in real-life situations.</p> <p>LO-2: produce spoken discourse without pause or hesitation.</p> <p>LO-3: identify tips and strategies for speaking practice.</p> <p>LO-4: identify elements of speaking skills.</p> <p>LO-5: develop confidence in speaking.</p> <p>LO-6: demonstrate clear connection between points.</p> <p>LO-7: use phrase and word combination effectively.</p> <p>LO-8: differentiate formal and informal speaking.</p>			
	<b>Module Outline</b>		<ul style="list-style-type: none"> <li>▪ Prepared and impromptu speeches</li> <li>▪ Delivering a presentation</li> <li>▪ Taking part in television talk shows</li> <li>▪ Taking part in debates</li> </ul>			
	<b>Marks Allocation(% values for each component)</b>		<p>Continuous Assessments - 40% (Presentation, Impromptu speech)</p> <p>End Assessment - 60%</p>			
	<b>Eligibility requirements to Appear for End Semester Evaluation, if applicable</b>		A minimum participation of 60% for the teaching activities and completion of the continuous assessments			
<b>Necessary Conditions to pass the module</b>		Obtain a minimum of 40% of the final evaluation, including continuous assessments and end-semester written examination				

<b>Recommended Readings</b>	Baker, J., & Westrup, H. (2003). <i>Essential speaking skills</i> . A&C Black. Snelling, R. (2013). <i>Speaking: A2 Pre-intermediate (English for Life)</i> . HarperCollins UK. Swan, M. (2017). <i>Practical English Usage</i> (4th ed.). OUP.
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