

UNIVERSITY OF RUHUNA

Application for the Diploma Course in English (Revised)

1	Type of qualification (Certificate/ Advanced Certificate/Diploma)	Diploma
2.1	SLQ level (SLQL 1, 2 or 3)	SLQ L 3
2.2	NVQ level (if relevant)	NVQL 5
3.1	Mode of delivery – please state whether online (100%), blended (?? online & ?? in person), or in person (100%)	In person (100%)
3.2	Name of qualification	Diploma in English
3.3	Abbreviated name of the Qualification	Dip (English)
4.1	Faculty (proposer's)	Humanities and Social Sciences
4.2	Department (proposer's)	English Language Teaching
4.3	Other entities involved	N/A
4.4	To be offered by (whether DCEU or proposer's faculty/department)	Department of English Language Teaching (DELTA) and DCEU
4.5	Language(s) of delivery	English
5.	Background, need and justification (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 Diploma Course in English. Therefore, the Department of English Language Teaching of the University of Ruhuna has designed this 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 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 the 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 this 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</p>	

	interesting and challenging employment and educational opportunities worldwide. Additionally, this course promotes lifelong learning, adds value to their professional life, and contributes thereby to the social and economic development of the country.
6.1	Entry requirements
	<p>Sitting the General Certificate of Education (Advanced Level),</p> <p>OR</p> <p>A foundation course equivalent to SLQF Level 2 after a minimum of 12 years of schooling,</p> <p>OR</p> <p>Accredited work experience or accredited prior learning followed by a corresponding cognitive bridging programme of minimum 30 credits as determined by the academic authority of the HEI concerned may also be considered as equivalent qualification for admission to SLQF level 3 in a particular field of specialization,</p> <p>AND</p> <p>Obtain the required pass mark decided by the DELT at the Placement Test.</p> <p>OR</p> <p>Successful completion of SLQF Level 2 (Advanced Certificate in English) or completion of NVQ Level 4 (English)</p>
6.2	Selection procedure
	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.
7.	Qualification attributes (Please refer to K-SAM model in SLQF handbook and state which attributes you expect students to achieve at the completion of the course)
	<p>At the completion of this course students will be able to:</p> <ul style="list-style-type: none"> • interpret texts critically focusing on language and different points of views • distinguish different text types • identify the language used in literary works • produce academic and business-related documents • produce structurally complex and meaningful texts

	<ul style="list-style-type: none"> construct meaningful discussions, conversations and debates on topics of academic and professional interests interpret information in spoken discourse 																																										
8.1	Volume of learning in terms of credits (certificate – 10, Adv. Certificate – 15, Diploma – 30) 30 Credits																																										
8.2	Course structure (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.																																											
	<table border="1"> <thead> <tr> <th>No</th> <th>Semester/ (Months or Weeks)</th> <th>Module Code</th> <th>Module name</th> <th>Credit Value</th> <th>Core (C)/ Optional (O)</th> <th>Hour allocation (T/P/IL)</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>1</td> <td>DEN3114</td> <td>Elements of English Grammar</td> <td>4</td> <td>C</td> <td>45 (Theory) + 30 (Practical) + 125 (Independent learning)</td> </tr> <tr> <td>2</td> <td>1</td> <td>DEN3123</td> <td>Academic writing-1</td> <td>3</td> <td>C</td> <td>30 (Theory) + 30 (Practical) + 90 (Independent learning)</td> </tr> <tr> <td>3</td> <td>1</td> <td>DEN3134</td> <td>Critical reading</td> <td>4</td> <td>C</td> <td>45 (Theory) + 30 (Practical) + 125 (Independent learning)</td> </tr> <tr> <td>4</td> <td>1</td> <td>DEN3144</td> <td>Language through literature</td> <td>4</td> <td>C</td> <td>45 (Theory) + 30 (Practical) + 125 (Independent learning)</td> </tr> <tr> <td>5</td> <td>2</td> <td>DEN3213</td> <td>Academic writing-2</td> <td>3</td> <td>C</td> <td>30 (Theory) + 30 (Practical) + 90</td> </tr> </tbody> </table>	No	Semester/ (Months or Weeks)	Module Code	Module name	Credit Value	Core (C)/ Optional (O)	Hour allocation (T/P/IL)	1	1	DEN3114	Elements of English Grammar	4	C	45 (Theory) + 30 (Practical) + 125 (Independent learning)	2	1	DEN3123	Academic writing-1	3	C	30 (Theory) + 30 (Practical) + 90 (Independent learning)	3	1	DEN3134	Critical reading	4	C	45 (Theory) + 30 (Practical) + 125 (Independent learning)	4	1	DEN3144	Language through literature	4	C	45 (Theory) + 30 (Practical) + 125 (Independent learning)	5	2	DEN3213	Academic writing-2	3	C	30 (Theory) + 30 (Practical) + 90
No	Semester/ (Months or Weeks)	Module Code	Module name	Credit Value	Core (C)/ Optional (O)	Hour allocation (T/P/IL)																																					
1	1	DEN3114	Elements of English Grammar	4	C	45 (Theory) + 30 (Practical) + 125 (Independent learning)																																					
2	1	DEN3123	Academic writing-1	3	C	30 (Theory) + 30 (Practical) + 90 (Independent learning)																																					
3	1	DEN3134	Critical reading	4	C	45 (Theory) + 30 (Practical) + 125 (Independent learning)																																					
4	1	DEN3144	Language through literature	4	C	45 (Theory) + 30 (Practical) + 125 (Independent learning)																																					
5	2	DEN3213	Academic writing-2	3	C	30 (Theory) + 30 (Practical) + 90																																					

						(Independent learning)
6	2	DEN3224	Extensive reading	4	C	45 (Theory) + 30 (Practical) + 125 (Independent learning)
7	2	DEN3234	Business English	4	C	45 (Theory) + 30 (Practical) + 125 (Independent learning)
8	2	DEN3244	Speaking and listening skills	4	C	15 (Theory) + 90 (Practical) + 95 (Independent learning)
Total				30		300 (Theory) + 300 (Practical) + 900 (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

	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
	Molagoda, H.M.T.M.H. (Ms.)	M.A, B.A	Lecturer, Department of English Language Teaching
	Batuwatta, S. (Ms.)	M.A, B.A	Instructor, Department of English Language Teaching
	Jayawardhana, R.A.W.D. (Ms.)	M.A, B.A, TESOL	Instructor, Department of English Language Teaching
	Samarawickrama, P.P. (Ms.)	M.A, MHRM, B.A, CELTA (Reading)	Instructor, Department of English Language Teaching
	Pushpananda, S.T.W.M. (Ms.)	MA in English Studies (Reading), MA in Linguistics, BA, CELTA	Instructor, Department of English Language Teaching
	Dahanayake, C.A. (Ms.)	MA in TESL (Reading), MA in International Relations, BA	Instructor, Department of English Language Teaching
	Jayarathna, G.A.R.C. (Ms.)	M.A (Reading), B.A, CELTA	Instructor, Department of English Language Teaching
	Anupama, D.S. (Ms.)	M.A, B.A	Instructor, Department of English Language Teaching
	Piyumi, S.H. (Ms.)	MA (Reading), BA	Instructor, 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		DEN 3114	DEN 3123	DEN 3134	DEN 3144	DEN 3213	DEN 3224	DEN 3234	DEN 3244
		Theory and Practical	Percentage (%)	60	60	60	60	60	60
	Time Allocation (H)	3	2	3	3	2	3	3	3
Continuous Assessment	Percentage (%)	40	40	40	40	40	40	40	40
	Time Allocation (H)								

8.5

Conditions for the award of qualification and academic concessions.

Total marks obtained for each course module will be graded according to the following grading scheme.

Marks (%)	Grade	GPA
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

A student registered for the course will be awarded the Higher Diploma in English with the grade based on the overall marks obtained for all the course modules, adhering to the following grading system.

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%

8.6

Progression opportunities

	The completion of Diploma meets the minimum requirement for admission to SLQF level 4 in the same or a related subject.					
8.7	Physical facilities available					
	Adequate physical resources including lecture halls, and teaching and learning aids are available at the department and the faculty level.					
8.8	Module information sheets (please use following table format to give necessary details for each course unit/module – not as annexes)					
Module 01						
Module/Course unit code	DEN3114	Module/course unit Name	Elements of English Grammar			
Credits	4					
GPA/NGPA	GPA	Theory(hr)(total)	45	Practical(hr)(total)	30	
		Theory (Hours/week)	3	Practical (Hours/week)	2	
Prerequisites	None	Assignments(hr)(total)	-	Independent Learning(hr)(total)	125	
Module Aim		This module aims to make students familiarize with the elements of English grammar and use the acquired knowledge in authentic contexts.				
		At the completion of this module, the students will be able to: LO-1: identify features of English grammar LO-2: construct grammatically correct, meaningful sentences. LO-3: write simple, compound and complex sentences. LO-4: use clauses and phrases in writing. LO-5: use conditional sentences in academic and real-life situations. LO-6: use gerunds and participles in writing. LO-7: use a wide range of structures				
Module Outline		<ul style="list-style-type: none"> • Sentence skills (punctuation, word order and tenses) • Clauses and phrases (noun phrase, verb phrase, adjectival phrase adverbial phrase and prepositional phrase) • Simple, compound and complex sentences • Conditionals 				
Marks Allocation (% values for each component)		Continuous Assessments - 40% (Sentence construction, Cloze test)				

	End Assessment - 60%
Eligibility requirements to Appear for End Semester Evaluation, if applicable	A minimum participation of 60% for the teaching activities and completion of the continuous assessments
Necessary Conditions to pass the module	Obtain a minimum of 40% of the final evaluation, including continuous assessments and end-semester written examination
Recommended Readings	<ul style="list-style-type: none"> • Biber, D., & Conrad, S. (2019). <i>Register, genre, and style</i>. Cambridge University Press. • Hewings, M. (2005). <i>Advanced English grammar</i>, United Kingdom: Cambridge University Press • Murphy, R. (2013). <i>Advanced grammar in use</i> (3rd ed.). United Kingdom: Cambridge University Press • Nagasundaram, P. (2018). <i>Grammar for Communication</i>. Boralessgamuwa: OLANCO Press.

Module 02

Module/Course/unit code	DEN313	Module/course unit Name	Academic Writing-1		
Credits	3				
GPA/NGPA	GPA	Theory(hr)(total)	30	Practical(hr)(total)	30
		Theory (Hours/week)	2	Practical (Hours/week)	2
Prerequisites	None	Assignments(hr) total)	-	Independent Learning(hr)(total)	90
Module Aim		This module aims to equip students with aspects of academic writing and help them to produce academic texts.			
Module Learning Outcomes		After the completion of this course unit, the students will be able to: LO- 1: identify the elements of academic writing. LO-2: produce different types of texts using academic language. LO- 3: produce information and ideas logically in writing LO-4: use cohesion appropriately.			

		LO-5: formulate paragraphing correctly. LO-6: use wide range of vocabulary. LO-7: produce precise meanings. LO-8: produce error free word formation.	
	Module Outline	<ul style="list-style-type: none"> • Introduction to academic writing • Identifying elements of academic writing • Paragraph writing • Essay writing 	
	Marks Allocation (% values for each component)	Continuous Assessments - 40% (Paragraph writing, Identify elements of academic writing in a given passage) End Assessment - 60%	
	Eligibility requirements to Appear for End Semester Evaluation, if applicable	A minimum participation of 60% for the teaching activities and completion of the continuous assessments	
	Necessary Conditions to pass the module	Obtain a minimum of 40% of the final evaluation, including continuous assessments and end-semester written examination	
	Recommended Readings	<ul style="list-style-type: none"> • Lunsford, A., Ruskiewicz, J. J., Walters, K. (2019). Everything's an argument. Boston, MA: Bedford/St. Martin's. • Paltridge, B., Harbon, L., Hirsh, D., Phakiti, A., Shen, H., & Woodrow, L. (2009). Teaching academic writing: An introduction for teachers of second language writers, (pp. 61-75). The University of Michigan Press, United States. • Schick, K., & Schubert, L. (2017). So what? The Writer's Argument. New York, New York: Oxford University Press. 	
Module 03			
Module/Course unit code	DEN3134	Module/course unit Name	Critical Reading

	Credits	4				
	GPA/NGPA	GPA	Theory(hr)(total)	45	Practical(hr)(total)	30
			Theory (Hours/week)	3	Practical (Hours/week)	2
	Prerequisites	None	Assignments(hr)(total)	-	Independent Learning(hr)(total)	125
	Module Aim		This module aims to enable students to read texts critically and evaluate language styles, genres, and different points of view.			
	Module Learning Outcomes		<p>After the completion of this course unit, the students will be able to:</p> <p>LO-1: identify elements of critical reading</p> <p>LO-2: distinguish between reading and critical reading.</p> <p>LO-3: distinguish between main idea and sub ideas.</p> <p>LO-4: analyze contextual and conceptual meaning in texts critically.</p> <p>LO-5: evaluate written texts.</p> <p>LO-6: compare and contrast different text types.</p> <p>LO-7: identify different writing styles used in texts.</p> <p>LO-8: develop inference skills.</p>			
	Module Outline		<ul style="list-style-type: none"> • Introduction to critical reading (an overview) • Identifying facts and opinions • Different text types (narrative, descriptive, argumentative and expository) • Newspaper editorials • Critiques 			
	Marks Allocation (% values for each component)		<p>Continuous Assessments - 40% (Differentiate between facts and opinions in a given passage, Critically analyze a given passage)</p> <p>End Assessment - 60%</p>			
	Eligibility requirements to Appear for End Semester Evaluation, if applicable		A minimum participation of 60% for the teaching activities and completion of the continuous assessments			

Necessary Conditions to pass the module	Obtain a minimum of 40% of the final evaluation, including continuous assessments and end-semester written examination				
Recommended Readings	<ul style="list-style-type: none"> • Barnes, D & Fischer, W.E. (2002). <i>Critical reading and thinking skills</i>. Pennsylvania: Pheonix Learning Resources. • DiYanni, R., & Borst, A. (2017). <i>Critical Reading Across the Curriculum, Volume 1: Humanities</i> (Vol. 1). John Wiley & Sons. • Wall, A & Wall, R. (2005). <i>The complete idiot's guide to critical reading</i>. New York: Alpha. 				
Module 04					
Module/Course unit code	DEN3144	Module/course unit Name	Language Through Literature		
Credits	4				
GPA/NGPA	GPA	Theory(hr)(total)	45	Practical(hr)(total)	30
		Theory (Hours/week)	3	Practical (Hours/week)	2
Prerequisites	None	Assignments(hr) (total)	-	Independent Learning(hr)(total)	125
Module Aim	This module aims to expose students to different genres of literature and experience language functions in authentic situation.				
Module Learning Outcomes	<p>After the completion of this course unit the students will be able to:</p> <p>LO-1: recognize elements of literary texts.</p> <p>LO-2: identify cohesive devices used in literary texts.</p> <p>LO-3: identify wide range of structures used in literary texts.</p> <p>LO-4: recognize use of vocabulary in literary texts.</p> <p>LO-5: interpret literary texts.</p> <p>LO-6: differentiate between language used for literary purposes and general purposes.</p> <p>LO-7: discuss structure, vocabulary, meaning and culture.</p>				

		LO-8: use language correctly in oral and written discourse.
Module Outline		<ul style="list-style-type: none"> • Introduction to the language of literary texts (introduce students different stylistic forms of literary texts) • Fictional texts (extracts from novels and short stories) • Non-fictional texts (biographies, autobiographies, diary pages, etc.)
Marks Allocation (% values for each component)		Continuous Assessments - 40% (Differentiate between fictional and non-fictional texts, Gap filling) End Assessment - 60%
Eligibility requirements to Appear for End Semester Evaluation, if applicable		A minimum participation of 60% for the teaching activities and completion of the continuous assessments
Necessary Conditions to pass the module		Obtain a minimum of 40% of the final evaluation, including continuous assessments and end-semester written examination
Recommended Readings		<ul style="list-style-type: none"> • Domínguez Romero, E., Bobkina, J., & Stefanova, S. (Eds.). (2018). <i>Teaching literature and language through multimodal texts</i>. IGI Global. • Simpson, P. (1997). <i>Language through literature: An introduction</i>. Psychology Press. • Johnson, T. D., & Louis, D. R. (1987). <i>Literacy through literature</i>. Heinemann Educational Books, Inc., 70 Court St., Portsmouth, NH 03801.

Module 05

Module/Course/unit code	DEN3213	Module/course unit Name	Academic Writing – 2		
Credits	3				
		Theory(hr)(total)	30	Practical(hr)(total)	30

GPA/NGPA	GPA	Theory (Hours/week)	2	Practical (Hours/week)	2
Prerequisites	None	Assignments(hr) (total)	-	Independent Learning(hr)(total)	90
Module Aim	The module aims to equip students with the knowledge and skills required to produce different academic texts.				
Module Learning Outcomes	<p>After the completion of this course unit, the students will be able to:</p> <p>LO-1: produce different types of texts using academic language.</p> <p>LO-2: use lexical items appropriately.</p> <p>LO-3: use wide range of structures.</p> <p>LO-4: produce precise meanings.</p> <p>LO-5: demonstrate supported ideas in writing.</p> <p>LO-6: use cohesive devices appropriately.</p> <p>LO-7: use a wide range of vocabulary readily and flexibly to convey precise meanings.</p> <p>LO-8: create paragraphs sufficiently and appropriately.</p>				
Module Outline	<ul style="list-style-type: none"> • Introduction to report writing • Writing reviews (books, poems, short stories, films and Tele-series, products, and services) 				
Marks Allocation (% values for each component)	<p>Continuous Assessments - 40% (Writing a report, Writing a review)</p> <p>End Assessment - 60%</p>				
Eligibility requirements to Appear for End Semester Evaluation, if applicable	A minimum participation of 60% for the teaching activities and completion of the continuous assessments				
Necessary Conditions to pass the module	Obtain a minimum of 40% of the final evaluation, including continuous assessments and end-semester written examination				
Recommended Readings	<ul style="list-style-type: none"> • Bailey, S. (2005). <i>Academic writing: a practical guide for students</i>. United KingdomK: Routledge Falmer. • Netzley, M & Snow, C. (2002). <i>Guide to report writing</i>. 				

		<p>London: Pearson.</p> <ul style="list-style-type: none"> • Oshima, A & Hogue, A. (2016). <i>Longman academic writing series 4</i> (5th ed.). London: Pearson. • Dirgeyasa, I. W. (2017). <i>College Academic Writing A genre-based perspective</i>. Prenada Media. 			
Module 06					
Module/Course/unit code	DEN322 4	Module/course unit Name	Extensive Reading		
Credits	4				
GPA/NGPA	GPA	Theory(hr)(total)	45	Practical(hr)(total)	30
		Theory (Hours/week)	3	Practical (Hours/week)	2
Prerequisites	None	Assignments(hr) (total)	-	Independent Learning(hr)(total)	125
Module Aim		The module aims at enabling students to read texts extensively and expose to authentic functions of language through reading.			
Module Learning Outcomes		<p>After the completion of this course unit, the students will be able to:</p> <p>LO-1: distinguish different text types.</p> <p>LO-2: identify the language used in literary works.</p> <p>LO-3: develop vocabulary.</p> <p>LO-4: recognize lexical patterns and phrases used in texts.</p> <p>LO-5: develop an awareness of collocation.</p> <p>LO-6: develop reading speed and fluency.</p> <p>LO-7: recognize how grammar is used in contexts.</p> <p>LO-8: identify elements of native speakers' culture.</p>			

	Module Outline	<ul style="list-style-type: none"> • Extracts from novels and short stories – I • Extracts from periodicals – I • Book reviews • Extracts from scholarly articles 	
	Marks Allocation (% values for each component)	Continuous Assessments - 40% (Open-ended questions, Cloze test) End Assessment - 60%	
	Eligibility requirements to Appear for End Semester Evaluation, if applicable	A minimum participation of 60% for the teaching activities and completion of the continuous assessments	
	Necessary Conditions to pass the module	Obtain a minimum of 40% of the final evaluation, including continuous assessments and end-semester written examination	
	Recommended Readings	<ul style="list-style-type: none"> • Coan, M. J & Heavers, K. L. (2011). Improving reading comprehension and speed, skimming and scanning, reading for pleasure. New York : Mc-Graw Hill. • Day, R. & J. Bamford, (1998). Extensive reading in the second language classroom. United Kingdom: Cambridge University Press. • Day, R., Bassett, J., Bowler, B., Parminter, S., Bullard, N., Furr, M., ... & Robb, T. (2016). Extensive reading. Oxford University Press. • Serravallo, J. (2018). Understanding texts and readers. Portsmouth: Heinemann. 	
	Module 07		
	Module/Course/unit	DEN3234	Module/course unit Name Business English

	code					
	Credits	4				
	GPA/NGPA	GPA	Theory(hr)(total)	45	Practical(hr)(total)	30
			Theory (Hours/week)	3	Practical (Hours/week)	2
	Prerequisites	None	Assignments(hr) (total)	-	Independent Learning(hr)(total)	125
	Module Aim		The module aims to equip students with the knowledge and skills necessary to communicate in English in the business world.			
	Module Learning Outcomes		<p>After the completion of this course unit, the students will be able to:</p> <p>LO-1: recognize elements of business communication</p> <p>LO-2: identify communication techniques</p> <p>LO-3: distinguish between business communication and general communication</p> <p>LO-4: identify the process of sharing information between people within and outside the workplace.</p> <p>LO-5: produce different types of texts used in business communication.</p> <p>LO-6: build relationship with people.</p> <p>LO-7: minimize conflicts, debates, and disagreements within and outside the workplace.</p> <p>LO-8: create higher productivity in the workplace.</p>			
	Module Outline		<ul style="list-style-type: none"> • Memos • Introduction to formal letters • Preparation of CVs and cover letters • Company newsletters • Interpreting and reporting data from graphs, charts, diagrams, 			

		and tables
Marks Allocation (% values for each component)		Continuous Assessments - 40% (Writing a cover letter, Write a CV based on a given advertisement) End Assessment - 60%
Eligibility requirements to Appear for End Semester Evaluation, if applicable		A minimum participation of 60% for the teaching activities and completion of the continuous assessments
Necessary Conditions to pass the module		Obtain a minimum of 40% of the final evaluation, including continuous assessments and end-semester written examination
Recommended Readings		<ul style="list-style-type: none"> • Dignen, B. (2003). <i>Communicating in business English</i>. New York: Compass Publishing. • Emmerson, P. (2007). <i>Business English handbook advanced</i>. London: Macmillan. • Sweeney, S. (2003). <i>English for business communication</i>. United Kingdom: Cambridge University Press. • Nickerson, C., & Planken, B. (2015). <i>Introducing Business English</i>. Routledge. • Donna, S. (2000). <i>Teach Business English</i>. Cambridge University Press.

Module 08

Module/Course unit code	DEN3244	Module/course unit Name	Speaking and listening skills		
Credits	4				
GPA/N GPA	GPA	Theory(hr)(total)	15	Practical(hr)(total)	90
		Theory (Hours/week)	1	Practical (Hours/week)	3

	Prerequisit e es	None	Assignments(hr (total)	-	Independent Learning(hr)(total)	110
	Module Aim	This module aims to enable students to identify strategies of listening and speaking skills and use language flexibly and effectively for social, academic, and professional purposes.				
	Module Learning Outcome s	<p>Speaking</p> <p>After the completion of this course unit, the students will be able to</p> <p>LO-1: develop skills related to presenting, negotiating, interviewing and public speaking.</p> <p>LO-2: develop topics coherently and appropriately. use less common and idiomatic vocabulary skillfully.</p> <p>LO-3: use a wide range of complex structures with some flexibility.</p> <p>Listening</p> <p>After the completion of this course unit the students will be able to</p> <p>LO-1: interpret lectures, speeches, talks and interviews.</p> <p>LO-2: differentiate types of listening.</p> <p>LO-3: identify listening strategies.</p> <p>LO-4: apply listening strategies.</p>				
	Module Outline	<ul style="list-style-type: none"> • Listening to lectures, speeches, talks and interviews • Presentation skills – I • Negotiation skills • Discussion skills • Interview skills • Public speaking I: prepared & impromptu speeches 				
	Marks Allocation (% values for each component)	<p>Continuous Assessments - 40% (Presentation, Table completion)</p> <p>End Assessment - 60%</p>				

	Eligibility requirements to Appear for End Semester Evaluation, if applicable	A minimum participation of 60% for the teaching activities and completion of the continuous assessments	
	Necessary Conditions to pass the module	Obtain a minimum of 40% of the final evaluation, including continuous assessments and end-semester written examination	
	Recommended Readings	<ul style="list-style-type: none"> • Anderson, J. (2007). <i>The complete guide to public speaking</i>. New Jersey: John Wiley & Sons, Inc • Baker, J., & Westrup, H. (2003). <i>Essential speaking skills</i>. A&C Black. • Dixson, R.J. (2003). <i>Essential idioms in English, phrasal verbs and collocations</i>. London: Pearson • Lucas, S.E. (2001). <i>The art of public speaking</i> (7th ed.). Singapore: McGraw-Hill Companies, Inc • Seely, J. (2005). <i>Oxford guide to effective writing and speaking</i>, United Kingdom: Oxford University Press 	