

**The English and Foreign Languages University**  
**Lucknow Campus**

**General Guidelines**

The English and Foreign Languages University announces the following courses for the August-November session:

1. Proficiency Course in English and Communication Skills
2. Course in English for Office Communication
3. Course in Creative Writing in English

**Duration**

The courses will be of four months duration.

Contact hours: 100

**Faculty**

The courses will be taught by the faculty of English and Foreign Languages University, Lucknow Campus.

**Methodology**

The courses will be taught through face-to-face communication.

The methodology will include, seminars, workshops, blackboard teaching and audio-visual aids where the focus will be to enhance the ability of the learner through LSRW skills, grammar and vocabulary.

**Proficiency Course in English and Communication Skills**

**Course Outline**

Aim: to make the learners proficient in English.

1. Basics of pronunciation, consonant and vowel sounds, pronunciation of tricky and difficult words
2. Grammar – articles, tenses, prepositions, modals, connectives
3. Contextual vocabulary – vocabulary for everyday use, evaluative, descriptive and action words, word chunks, formulaic expressions
4. Listening and speaking skills – picture stories/story grammar, narration, dialogue, language games. (Use of audio-visual aids and realia such as newspapers, magazines etc.)

5. Reading and writing skills – letter writing, topic sentence and paragraph writing, information gap exercises
6. Netiquette (email correspondence)
7. Nonverbal communication and personality development
8. Resume, interview skills and group discussion

### **Course in English for Office Communication**

#### **Course Outline**

Aim: to make the learners proficient in English for professional communication.

1. Grammar – tenses, articles, prepositions, punctuation markers, common grammatical errors in writing
2. Contextual vocabulary for office use (function based) such as phrasal verbs
3. Writing skills – letter writing, notices, office orders, circulars, enquiry letters, minutes of the meeting, agenda and reports
4. Professional etiquette and gender communication, communication with seniors, equals, subordinates
5. Email writing
6. Telephoning skills and office enquires
7. Resume and interview skills

### **Course in Creative Writing in English**

#### **Course Outline**

Aim: to express the creative process through writing.

1. Familiarise students with basic literary genres – fiction, drama and poetry
2. Expand vocabulary and style resources
3. Focus on genre study and point of view
4. Study the techniques of different genres through use of authentic texts
5. Writing through the senses, image descriptions, inventive metaphors and similes
6. Characterization and plot development
7. Authentic voice and dialogue
8. Using personal experiences for fiction writing