***Special Course in English Language Proficiency for Officials***

***from Vietnam***

***28 February to 22 April, 2022***

**Eligibility**

Graduates/Post graduates in any disciple with some knowledge of English and five years of working experience in a government sector.

**Objectives of the course**

The specific objectives of the course are to enable participants to:

* develop grammatical competence
* enrich vocabulary
* listen and understand a variety of spoken texts
* speak fluently in a variety of contexts
* read and understand different kinds of texts
* write different types of texts

**Justifications/Rationale**

The curriculum is designed keeping in view the age, the experience and the heterogeneous backgrounds of the participants, with room for flexibility to suit the needs of the various groups.

In order to provide a holistic learning experience for the participants, the classes are organized around a set of communicative functions useful for adult learners.

**Schedule of classes**

The programme will be of 8 weeks (80 hours) duration with 10 hours of study each week of which 3-4 hours may be live online sessions and 6-7 hours may be dedicated to asynchronous videos that can be downloaded and watched by the participants, handouts and assessment sheets may be uploaded on the platform used/emailed to the participants.

Of the 52 asynchronous classes 4 hours may be allotted to the area of IHHC (Indian history, heritage and culture -one hour every alternate week). The other 48 asynchronous classes will be dedicated to the language components. Of the 28 live online synchronous classes 4 classes are allotted to IHHC and 24 classes will cover the Language components which are listening and speaking, reading and writing, along with grammar and vocabulary.

**Number of hours: 80 hours spread over 8-weeks**

**A**. **Asynchronous mode: 52 hours\***

|  |  |
| --- | --- |
| **Course Components** | **Number of hours** |
| Listening | 08 |
| Speaking | 08 |
| Reading | 08 |
| Writing | 08 |
| Grammar | 08 |
| Vocabulary | 08 |
| Indian Heritage and Culture | 04 |

\*asynchronous video lessons and study materials, handouts and assessment sheets uploaded on the platform used/ emailed to the participants.

**B**. **Synchronousmode: 28 hours**

|  |  |
| --- | --- |
| **Course Components** | **Number of hours** |
| Listening | 04 |
| Speaking | 04 |
| Reading | 04 |
| Writing | 04 |
| Grammar | 04 |
| Vocabulary | 04 |
| Indian Heritage and Culture | 04 |

**Tentative Day-wise breakup of the programme\*\***

**Week 1**

|  |  |  |
| --- | --- | --- |
| **Day** | **Asynchronous (Flexible)** | **Synchronous (Fixed)** |
| **Monday** | **1hour of Listening**  **1 hour of Speaking** | **1 hour of Listening** |
| **Tuesday** | **1 hour of Reading**  **1 hour of Writing** | **1 hour of Speaking** |
| **Wednesday** | **1hour of Grammar**  **1 hour of Vocabulary** | **1 hour of Reading** |
| **Thursday** | **1 hour of IHHC** |  |

**Week 2**

|  |  |  |
| --- | --- | --- |
| **Day** | **Asynchronous (Flexible)** | **Synchronous (Fixed)** |
| **Monday** | **1hour of Listening**  **1 hour of Speaking** | **1 hour of Writing** |
| **Tuesday** | **1 hour of Reading**  **1 hour of Writing** | **1 hour of Vocabulary** |
| **Wednesday** | **1hour of Grammar**  **1 hour of Vocabulary** | **1 hour of Grammar** |
| **Thursday** |  | **1 hour of IHHC** |

\*\*This is a tentative timetable for the first two weeks.

**Technical requirement at far-end/participants’ end**

During the live sessions participantsare expected to have laptops/smart phones with good internet connectivity and the ability to log into Google meet/ zoom meetings. Participants should have a Gmail account.

**Video conferencing/ online platform to be used by the institute**

LMS/ Google classroom

**Learning outcomes**

By the end of the training programme the participants will be able to:

* improve their proficiency in English
* equip themselves with skills such as reading, writing, listening, speaking and reference skills.
* use English language with confidence