



Diploma in English

Intake 14 - 2020

Students' Handbook



Department of English Language Teaching
Wayamba University of Sri Lanka
Kuliyaipitiya

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01. Introduction;

The Department of English Language Teaching of Wayamba University of Sri Lanka offers the Diploma in English Course to cater to the needs of the general public. This course is designed to promote academic and professional skills of the participants.

1.1. The aims of the course

- 1.1.1. To assist employees both in public and private sector organizations to enhance their prospects of using English language in order to improve themselves and their performance at work.
- 1.1.2. To assist school leavers to develop their prospects at the job market.

1.2. The objectives of the course

- 1.2.1. To develop general communication skills in English.
- 1.2.2. To promote career prospects.
- 1.2.3. To extend the community service of the University.
- 1.2.4. To improve the quality of lives of the people concerned.

1.3. Target groups

- 1.3.1. Public and private sector personnel preferably from the North Western Province.
- 1.3.2. Non-English teachers preferably from the North Western Province.
- 1.3.3. Members of the non - academic staff of the University.
- 1.3.4. School leavers depending on the number of vacancies.

02. The structure and content of the course;

2.1 Duration of the course

12 months - weekends
(Saturdays from 8 a.m. to 5 p.m.)

2.2 Number of approximate contact hours;

Total number of contact hours:
384 (8 hrs. x 48 weeks)

2.3 Core subject areas and approximate contact hours;

Subject	Code	Contact Hours
English Grammar	DE 01	96
Comprehension and Composition	DE 02	96
English Literature	DE 03	96
Communication Skills	DE 04	96

03. Evaluation;

The evaluation criteria comprise the following two components.

3.1 In course evaluation – 30% of the total mark

In course evaluation consists of 10 continuous assessments for each subject. Presentations, classroom tests, practical tests, group work, etc. are utilized in course evaluation. Medical certificates will not be entertained for continuous assessments.

3.2 End course evaluation – 70% of the total mark

End course evaluation consists of a written test of not less than two hour duration for each subject except for the subject "communication skills", which consists of listening and speaking tests. The duration of these tests is decided by the Course Director.

3.3 Breakdown of marks in respect of evaluation

Subject	Code	Continuous assessment marks	Final Evaluation marks	Total
English Grammar	DE 01	30	70	100
Comprehension and Composition	DE 02	30	70	100
English Literature	DE 03	30	70	100
Communication Skills	DE 04	30	70	100

04. Final grades and mark ranges;

Benchmark percentage	Grade
80 and above	Distinction pass - A
70 to 79	Merit pass - B
60 to 69	Credit pass - C
50 to 59	Ordinary pass - S
49 & below	Fail - F

05. Awarding of the Diploma;

- 5.1 Candidates are expected to sit for **ALL** the **04 subjects** in **one sitting**.
- 5.2 A candidate shall be deemed to have **passed** the Diploma in English examination if he/she **passes** in **all subjects** obtaining **a minimum of 50% of the total marks** in each paper.
- 5.3 A candidate shall be eligible for the award of **a merit or distinction pass** only when he/she has taken the examination at **the first attempt**.
- 5.4 A "**DIPLOMA IN ENGLISH**" will be awarded for those who secure a minimum of **50% average or above** at the final evaluation. Grading will be included in the detailed certificate.
- 5.5 If a candidate fails to obtain **a minimum of 50% marks** only for **a single subject**, he/she is considered as a **referred** candidate.
- 5.6 The candidates, **who fail to score 50% in more than one subject** is deemed to have **failed** the exam. They must sit for all the four subjects in the **repeat examination**. An immediate repeat exam will be held after releasing the results. Applicants are expected to pay the whole exam fee and the registration renewal fee. The failures of the repeat exam will have to sit for the **proper examination** in the following year. The exam fee and the registration renewal fee should be paid for every attempt.

5.7 A candidate can **repeat** the exam only **twice**. The **highest grade** obtainable in such an attempt will be Grade **"C"**. The candidate should complete exam within **two consecutive attempts**. **Grace attempt** may be considered by **the Board of Study of the Diploma in English** when such requests are made.

06. Eligibility to sit for the final examination;

- 6.1 80% attendance throughout the year for all four subjects is required as the prerequisite for sitting for each subject at the final examination. If a candidate fails to obtain 80% attendance in one subject, he/she has to repeat it at the repeat exam. If a candidate fails to obtain 80% attendance in more than one subject, with an average of 60% - 79% attendance in those subjects, he/she has to repeat all the four subjects at the repeat exam.
- 6.2 Medical leave will only be accepted for maximum of **10 class days** during the year. Only DMO certified medical certificates are accepted.

07. Medical leave during the final examination;

- 7.1. If a candidate falls ill during the period of examination, he/she should immediately obtain a medical certificate from a government or private medical officer (MBBS qualified) with the statement "Not fit to sit for the examination" and should be sent to the programme Director within three working days.
- 7.2. The above candidates are allowed to sit for the repeat exam as proper candidates. They are not expected to pay the exam fee in such an attempt. However, a candidate can forward a medical certificate only on two consecutive occasions (**final exam and repeat exam only**).

08. Refund of the course fee;

The course fee once paid is not refundable under any circumstances.

09. Postponement of the academic year;

- 9.1 If a candidate who has registered for the course applies for a postponement of the academic year, he/she may be given an opportunity to follow the next immediate course. The

application fee and the course fee paid are transferable only if the candidate has not attended a single lecture.

Such candidates are required to pay the registration renewal fee for the new academic year. However, if the course fee of the next course has been increased he/she has to pay the balance of the course fee to get registered for the new intake.

- 9.2 If a candidate applies for a postponement after attending lectures, he/ she is not allowed to postpone the academic year.
- 9.3 The requests for postponement should be made to the Course Director within a month after the registration.
- 9.4 The selected candidates are not allowed to transfer their registration to any other candidates.

10. Course Materials;

All the materials necessary for the studies are provided free of charge for the participants.

11. Syllabus;

- | | |
|----------------------------------|--------------------|
| 1. English Grammar | 96 hours (maximum) |
| 2. Comprehension and Composition | 96 hours (maximum) |
| 3. English Literature | 96 hours (maximum) |
| 4. Communication Skills | 96 hours (maximum) |

1. English Grammar; (96 hours)

- 1. Introduction to word classes
- 2. Verbs
- 3. Time and tense
- 4. Passive voice
- 5. Nouns
- 6. Pronouns
- 7. Adjectives
- 8. Adverbs
- 9. Prepositions
- 10. Linking words
- 11. Articles

2. Comprehension and Composition;

2.1. Composition; (48 hours)

1. Writing personal notes.
2. Writing notices.
3. Writing letters of all kinds.
4. Writing memos.
5. Writing about people.
6. Writing newspaper articles.
7. Writing paragraphs, essays and reports of various kinds.
8. Writing summaries.
9. Writing CVs and cover letters.

2.2 Comprehension; (48 hours)

1. Understanding simple, compound and complex sentences.
2. Developing vocabulary through reading.
3. Developing reading skills and sub skills.
4. Reading and understanding articles in newspapers and magazines.
5. Reading and understanding public notices.
6. Reading and understanding all kinds of official letters.
7. Reading and understanding detailed process descriptions and instructions.

3. English Literature:

3.1. World Literature; (48 hours)

3.1.1. Poetry:

- a. Ballads (Sir Patrick Spens)
- b. To Daffodils - Robert Herrick
- c. Shall I Compare Thee / The Seven Ages of Man - William Shakespeare
- d. London/The Chimney Sweeper - William Blake
- e. Daffodils / Solitary Reaper- William Wordsworth
- f. The Man He killed -Thomas Hardy

3.1.2. Short Stories:

Eveline - James Joyce

3.1.3. Novel:

The old man and the sea. – Ernest Hemingway

3.2. Sri Lankan Literature; (48 hours)

3.2.1. Poetry;

- a. Refugees / Old man, old woman - Jean Arsanayagam
- b. A soldier's wife weeps – Kamala Wijerathana
- c. Lepidoptera - Angela de Silva
- d. The poet - Richard de Soyza
- e. The fisherman mourned by his wife - Patrick Fernando
- f. Colonial Cameo - Reggie Siriwardana

3.2.2. Short Stories;

- a. The price –Nirmali Hettiarachchi
- b. Homecoming - Vijitha Fernando

3.2.3. Drama;

- Alms giving – Reggie Siriwardana

4. Communication Skills:

4.1. Listening; (32 hours)

1. Developing listening skills and sub skills.
2. Listening to radio and television news.
3. Listening to broadcasts and announcements made in public places.
4. Listening to descriptions, interviews, dialogues and telephone conversations.
5. Listening to English songs.

4.2. Speaking; (64 hours)

1. Socializing
2. Day-to-day language activities
3. Talking about future plans
4. Describing pictures, people, objects and places
5. Describing maps, giving directions
6. Telephone conversations
7. Interviews
8. Formal speeches
9. Presentations
10. Story telling
11. Dramas / skits
12. Debates

12. Staff

12.1. Teaching Panel

- ◆ Mr. M.K.S.M. Samaranyake
B.A. (Kelaniya), M.A.in Linguistics (Kelaniya), M.A.in TESL (OUSL), PGDE – TESL (Colombo)
- ◆ Ms. W.S.A. Fernando (Course Director)
B.A (Sri J'pura), M.A.in Linguistics (Kelaniya),, M.A.in TESL (OUSL), PGDE – TESL (Colombo)
- ◆ Mr.E.M.H.J. Edirisinghe
B.A. (Sri J' pura), M.A.in Linguistics (Kelaniya), M.A.in TESL (OUSL), PGD in TESL & Lit (Sri J'pura)
- ◆ Dr. K. M.Dissanayake (Academic Coordinator)
B.A.(Hons)Peradeniya , M.A.in Linguistics (Kelaniya), PhD in TESL (UPSI)Malaysia, PGDBM (WUSL) Diploma in Tamil (Kelaniya).
- ◆ Ms.P.D.S.N.Dissanayake
B.A. (SP)Hons.(Kelaniya)
- ◆ Ms.W.M.C.A.Wickramasinghe
B.A. (SP)Hons.(Peradeniya)
- ◆ Ms.P.W.R.C.Wijenayake
B.A. (SP)Hons.(Peradeniya)
- ◆ Ms.W.M.C.Fernando
B.A (Sri J'pura), M.A.in Linguistics (Kelaniya),
- ◆ Mr. E.M.D.K.P. Edirisinghe
B.A.(Peradeniya), M.A. in TESOL (UK),M.A.in Linguistics (Kelaniya), PGDE- TESL (Colombo)
- ◆ Mr.W.M.S.P.K.Wanasinghe
B.A.(Kelaniya), M.A.in Linguistics (Kelaniya), M.Phil in Linguistics(Kelaniya)SEDA (UK)

12.2. Office Staff

- ◆ Mr. K.A C. M. Dharmadasa (Course Secretary)
- ◆ Mr. W.P.D. Siriwardana (Office Assistant)

Timetable only for 04.01.2020

Time	Group A	Group B	Group C	Group D	Group E	Group F
10.00-11.45	Grammar	Literature	Literature	Communication Skills	Comprehension & Composition	Communication Skills
11.45-1.00	Communication Skills	Grammar	Grammar	Comprehension & Composition	Literature	Comprehension & Composition
1.00-1.45	Lunch					
1.45-3.00	Comprehension & Composition	Communication Skills	Communication Skills	Grammar	Grammar	Literature
3.00-4.15	Literature	Comprehension & Composition	Comprehension & Composition	Literature	Communication Skills	Grammar

Timetable – Semester I (from 11.01.2020 to 27.06.2020)

Time	Group A	Group B	Group C	Group D	Group E	Group F
08.00-10.00	Grammar	Literature	Literature	Communication Skills	Comprehension & Composition	Communication Skills
10.00-12.00	Communication Skills	Grammar	Grammar	Comprehension & Composition	Literature	Comprehension & Composition
12.00-01.00	Lunch					
1.00-3.00	Comprehension & Composition	Communication Skills	Communication Skills	Grammar	Grammar	Literature
3.00-5.00	Literature	Comprehension & Composition	Comprehension & Composition	Literature	Communication Skills	Grammar

Timetable – Semester II (from 11.07.2020 to 19.12.2020)

Time	Group A	Group B	Group C	Group D	Group E	Group F
08.00-10.00	Grammar	Grammar	Comprehension & Composition	Literature	Communication Skills	Communication Skills
10.00-12.00	Communication Skills	Literature	Communication Skills	Grammar	Comprehension & Composition	Grammar
12.00-01.00	Lunch					
01.00-03.00	Literature	Comprehension & Composition	Literature	Communication Skills	Grammar	Comprehension & Composition
03.00-05.00	Comprehension & Composition	Communication Skills	Grammar	Comprehension & Composition	Literature	Literature

Calendar of Dates- Intake 14 (2020)

Week	Date	Day	Description	Assessment	Ass. No.
01	04/01/2020	Saturday	Inauguration Ceremony / Lectures		
02	11/01/2020	Saturday	Lectures		
03	18/01/2020	Saturday	Lectures		
04	25/01/2020	Saturday	Lectures		
05	01/02/2020	Saturday	Lectures	Grammar	01
06	08/02/2020	Saturday	Holiday		
07	15/02/2020	Saturday	Lectures	Literature	01
08	22/02/2020	Saturday	Lectures	Comprehension & Composition	01
09	29/02/2020	Saturday	Lectures	Communication Skills	01
10	07/03/2020	Saturday	Lectures	Grammar	02
11	14/03/2020	Saturday	Lectures	Literature	02
12	21/03/2020	Saturday	Lectures	Comprehension & Composition	02
13	28/03/2020	Saturday	Lectures	Communication Skills	02
14	04/04/2020	Saturday	Lectures	Grammar	03
15	11/04/2020	Saturday	Holiday		
16	18/04/2020	Saturday	Lectures	Literature	03
17	25/04/2020	Saturday	Lectures	Comprehension & Composition	03
18	02/05/2020	Saturday	Lectures	Communication Skills	03
19	09/05/2020	Saturday	Lectures	Grammar	04
20	16/05/2020	Saturday	Lectures	Literature	04
21	23/05/2020	Saturday	Lectures	Comprehension & Composition	04
22	30/05/2020	Saturday	Lectures	Communication Skills	04
23	06/06/2020	Saturday	Lectures	Grammar	05
24	13/06/2020	Saturday	Lectures	Literature	05
25	20/06/2020	Saturday	Lectures	Comprehension & Composition	05
26	27/06/2020	Saturday	Lectures	Communication Skills	05
27	04/07/2020	Saturday	Holiday / Semester break		
28	11/07/2020	Saturday	Lectures		
29	18/07/2020	Saturday	Lectures		
30	25/07/2020	Saturday	Lectures	Grammar	06
31	01/08/2020	Saturday	Lectures	Literature	06
32	08/08/2020	Saturday	Lectures	Comprehension & Composition	06
33	15/08/2020	Saturday	Lectures	Communication Skills	06
34	22/08/2020	Saturday	Lectures	Grammar	07
35	29/08/2020	Saturday	Lectures	Literature	07
36	05/09/2020	Saturday	Lectures	Comprehension & Composition	07
37	12/09/2020	Saturday	Lectures	Communication Skills	07
38	19/09/2020	Saturday	Lectures	Grammar	08
39	26/09/2020	Saturday	Lectures	Literature	08
40	03/10/2020	Saturday	Lectures	Comprehension & Composition	08
41	10/10/2020	Saturday	Lectures	Communication Skills	08
42	17/10/2020	Saturday	Lectures	Grammar	09
43	24/10/2020	Saturday	Lectures	Literature	09
44	31/10/2020	Saturday	Lectures	Comprehension & Composition	09
45	07/11/2020	Saturday	Lectures	Communication Skills	09
46	14/11/2020	Saturday	Lectures	Grammar	10
47	21/11/2020	Saturday	Lectures	Literature	10
48	28/11/2020	Saturday	Lectures	Comprehension & Composition	10
49	05/12/2020	Saturday	Lectures	Communication Skills	10
50	12/12/2020	Saturday	Lectures		
51	19/12/2020	Saturday	Lectures		
52	26/12/2020	Saturday	Study Leave		
53	10/01/2021	Sunday	Final exam		
54	17/01/2021	Sunday	Final exam		
55	24/01/2021	Sunday	Final Exam		

Semester - I

Semester - II