

**CERTIFICATE COURSE**  
**IN ENGLISH**

**Target Group**

Learners with lower intermediate level of competence in English are the target group; the course would be suitable for those in all grades of employment as well as young adults who are looking for employment at such levels. It would also be suitable for those intending to follow professional or academic courses in the English medium.

The course provides opportunities to practise and improve listening, speaking, reading and writing skills (grammar included) needed in working environment and day-to-day social situations.

**Duration**

Part I	-
160 hours	
Part II	- 160 hours

**Eligibility**

The following candidates are eligible to apply:

(a) **The employed:**

With at least 6 G.C.E. (O/L) passes at one sitting

OR

(b) **The unemployed**

With at least 3 passes at the G.C.E. (A/L) examination.

**(Internal students of any university and the students who waiting to enrolled in any university are not eligible to apply.)**

**Selection**

Selection will be done through a Placement Test.

• **Certificate Course**

Selection to Part I or Part II of the Certificate Course will be done on the marks scored at the Placement Test.

**Application Forms**

Application forms and the brochure are available at the Distance &

Continuing Unit of the University of Ruhuna

**Attach a receipt of Rs. 500/= paid to the Account No.3695841 of the University Branch of the Bank of Ceylon along with the completed application.**

The applications and relevant documents can be obtained from the Distance & Continuing Education Unit during 09.00 a.m. - 03.00 p.m. on all working days from of 2<sup>nd</sup> October 2017 to 16<sup>th</sup> October 2017.

Or by sending stamped self-addressed envelope of 9'x4' to the DCEU  
Or from the DCEU website **[www.dceu.ruh.ac.lk](http://www.dceu.ruh.ac.lk)**

**To prepare the Application**

**Follow the instructions given in the application form.**

**To submit the application**

Call over at the office of the **Distance & Continuing Unit** from Monday to Friday between 9.00 am and 3.00 pm from *03rd October to 16th October 2017.*

When the application is handed over, attach a stamped self-addressed envelope of 9'x4' to inform the date of the Placement Test.

### Course Fee

The course fee is Rs 23,000/=

*The full course fee must be paid by the selected candidates at the registration.*

### Classes

Each part of the course consists of 40 teaching sessions. Each session is of 4 hour duration.

Classes will be held on weekends only. Applicants will be allowed to select any one of the following sessions:

1. Saturday 08.00 am -12.15 pm.
2. Saturday 12.45 pm.- 05.00 pm.
3. Sunday 8.00 am. - 12.15 pm.
4. Sunday 12.45 pm.- 05.00 pm.

Classes are scheduled to commence in *11<sup>th</sup> November 2017*

### Attendance

Attendance of students will be recorded at each session. In order to remain in the course or sit the final examination a student must maintain a record of **satisfactory attendance.**

### Placement Test

The Placement Test will be held on 28<sup>th</sup> October 2017.

Applicants who do not sit the Placement Test cannot be enrolled in the course.

Results of the Placement Test will be posted to the candidates on or before 2<sup>nd</sup> November 2017

### Registration for the Course

From 2<sup>nd</sup> November 2017 to 10<sup>th</sup> November 2017 on any working day from 9.00 am to 3.00 pm at the DCEU & ELTU of the University of Ruhuna.

### Inquiries

If further information is required, a candidate may contact:

The Coordinator  
Extension Courses in English  
English Unit  
University of Ruhuna  
Direct line: 041-2231385

Or

Assistant Registrar /DCEU  
University of Ruhuna  
Direct line: 0412223133

General line: 041-2227007



UNIVERSITY OF RUHUNA

DISTANCE & CONTINUING  
EDUCATION UNIT

With

ENGLISH LANGUAGE  
TEACHING UNIT

**Extension Courses in  
English**