

*Department of English language Teaching*  
*University of Kelaniya*

**DIPLOMA IN ENGLISH FOR PROFESSIONAL PURPOSES**  
**(One year fee – levying weekend course)**

**Duration:** 30 credits  
**Aims of the Course:** The aim of the course is to prepare students to function in an English speaking professional environment.

**Course components:**

Course Code	Title
DEPP 13018	Writing Skills
DEPP 13028	Reading Skills
DEPP 13037	Speaking and Listening Skills
DEPP 13047	Grammar

**Admission Requirements:**

A minimum of a credit pass for English at the GCE Ordinary Level Examination.  
A minimum of three passes at GCE Advanced Level Examination.

**Selection Procedure:**  
An Admission Test

**Scheme of Grading:**

A+	85-100
A	70-84
A-	65-69
B+	60-64
B	55-59
B-	50-54
C+	45-49
C	40-44
D	25-39
E	0-24
Ab	Absent

Grades below C (i.e. D,E) are considered as failed grades.

**Eligibility to be awarded the Diploma**  
Candidates who have obtained 'C' grade or higher for all the course units will be awarded the diploma.

**Merit Pass**  
Any candidate who obtains grades 'A' or better for all course units within one academic year will be awarded a Merit Pass.

**Re-sit Examination Policy**  
A student who obtains a grade below C for a particular course unit may re-sit the examination for the purpose of improving the grade in the next academic year. In the event that DEPP course is discontinued in the next academic year, a re-sit examination will be held within 6 months of releasing the results.

**Assignment Policy**  
Assignments are a part of continuous assessment of the course. A student who could not complete an assignment and can provide permissible reasons may repeat the assignment within a stipulated time decided by the resource person of the course. A penalty may apply for late submissions.

**Completion of the Diploma**  
The diploma should be completed within one academic year. A candidate who re-sits an examination may complete the Diploma within a period of three years in not more than three attempts.

**Re-sit examination grades**  
The best grade obtainable at the re-sit examination is 'C'.

**SLQF Progression:**  
Completion of SLQF level 3, which is the level of this Diploma, meets the minimum entry requirement for a qualification in SLQF level 4 in the relevant field of specialization.

1. Writing Skills

Course code: DEPP 13018  
Title: Writing Skills

**Learning outcome:**

By the end of this course, students will be able to:

1. design CVs
2. write business letters; emails
3. write memos, notes, and notices; reports;
4. prepare summaries of business correspondence;
5. prepare agendas and minutes;
6. write brief project proposals.

**Course content:**

CVs; Cover letters; Business Correspondence; Business reports.

**Method of teaching/ learning:**

Interactive classroom sessions, guest lectures, workshops.

**Scheme of assessment/evaluation:**

1. Assignments
2. End-of-course exam
3. In-class assessments

**Recommended reading:**

Baugh, L. S., Fryar, M., Thomas, D. A. (1998) *How to Write First-Class Business Correspondence*. Illinois: NTC Publishing Group.

Chan, J. F. (2008). *Email: Write it Well Guide*. Oakland: Write It Well

Munter, M. (2003). *Guide to Managerial Communication*. New Jersey: Prentice Hall.

2. **Reading Skills**

**Course code:** DEPP 13028  
**Title:** Reading Skills

**Learning outcome:**

By the end of this course, students will be able to:

1. use effective reading techniques
2. critique different pieces of business correspondence

**Course content:**

Extracts from different genres of business correspondence; advertisements; advertorials.

**Method of teaching/ learning:**

Interactive classroom sessions, guest lectures, workshops.

**Scheme of assessment/evaluation:**

1. Assignments
2. End-of-course exam
3. In-class assessments

**Recommended reading:**

Baugh, L. S., Fryar, M., Thomas, D. A. (1998) *How to Write First-Class Business Correspondence*. Illinois: NTC Publishing Group.

Munter, M. (2003). *Guide to Managerial Communication*. New Jersey: Prentice Hall.

Selected extracts from different genres of literature.

3. **Speaking and Listening Skills**

**Course code:** DEPP 13037  
**Title:** Speaking and Listening Skills

**Learning outcome:**

By the end of this course, students will be able to:

1. speak with accuracy and fluency
2. face job interviews with confidence
3. use effective listening strategies
4. use telephone etiquette

**Course content:**

Recordings of sample job interviews, news broadcasts, service phone calls; role plays; making presentations, guest lectures, short speeches.

**Method of teaching/ learning:**

Interactive classroom sessions, guest lectures, workshops.

**Scheme of assessment/evaluation:**

1. Assignments
2. End-of-course exam
3. In-class assessments

**Recommended reading:**

- Jones, L. & Alexander, R. (2003) *New International Business English*.  
New York: Cambridge University Press.
- Mascull, B. (2003). *Business Vocabulary in Use*. New York:  
Cambridge University Press.

4 **Grammar**

**Course code:** DEPP 13047  
**Title:** Grammar  
**Learning outcome:**

By the end of this course, students will be able to:

- 1 speak and write with grammatical accuracy
- 2 use techniques to correct their errors

**Course content:**

Word classes; subject-verb agreement, phrasal verbs, prepositions, simple and complex sentence structures.

**Method of teaching/ learning:**

Interactive classroom sessions, guest lectures.

**Scheme of assessment/evaluation:**

- 1 Assignments
- 2 End-of-course exam
- 3 In-class assessments

**Recommended reading:**

Eastwood, J. (1999). *Oxford Practice Grammar*. New York: Oxford University Press.  
Murphy, R. (1992). *Essential English Grammar*. Cambridge: Cambridge University Press.  
Pavlik, C. (2004). *Grammar Sense 3*. New York: Oxford University Press.

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