

# **SREENARAYANAGURU OPEN UNIVERSITY, KOLLAM**

(The State University for Education, Training and Research in Blended format, Kerala)

**Kureepuzha, Kollam, Kerala-691601**

***www.sgou.ac.in, e-mail: admission@sgou.ac.in***



## **PROSPECTUS 2025**

**Certificate Programme in**

## **Communication Skills and Foundation Course for IELTS and OET**

**In Collaboration with**

**Cambridge University Press & Assessment**

**Chancellor**

Sri. Arif Mohammed Khan  
Hon'ble Governor of Kerala

**Pro Chancellor**

Dr. R. Bindu  
Hon'ble Minister for Higher Education, Government of Kerala

**Vice Chancellor**

Prof. (Dr.) Jagathy Raj V. P.

**Pro Vice Chancellor (In Charge)**

Dr. Gracious J.

**Registrar**

Dr. Sunitha A.P.

**Finance Officer**

Smt. Saranya M. S.

**Controller of Examinations**

Dr. Gracious J.

**Cyber Controller**

Dr. Jayamohan M.

## **Recognition**

1. Sreenarayanaguru Open University was established as a State University vide Ordinance No.45 of 2020 and subsequently Sreenarayanaguru Open University Act 1 of 2021 of the Kerala State Legislative Assembly has legitimized its identity.
2. The University Grants Commission (UGC), Vide letter No.F.No.9-17/2020 (CPP-I/PU) dt.29/01/2021 informed that Sreenarayanaguru Open University, Kollam, Kerala has been included in the list of Universities established as per 2(f) of UGC Act 1956.
3. The University Grants Commission (UGC) Vide letter F.No.3-5/2022(DEBI14) dt.02/09/2022 informed that as per the Regulation 22 of University Grants Commission (Open and Distance Learning Programmes and Online Programmes) regulations, 2020 stipulates that "Degrees at undergraduate and postgraduate level in conformity with UGC notification on Specification of Degrees, 2014 and, Post Graduate Diplomas awarded through Open and Distance Learning mode and/or Online mode by Higher Educational Institutions, recognized by the Commission under these regulations, shall be treated as equivalent to the corresponding awards of the Degrees at undergraduate and postgraduate level and post graduate diplomas offered through conventional mode."

## **Profile**

### **Sreenarayanaguru Open University**

Sreenarayanaguru Open University was established by the Govt. of Kerala in September 2020 vide the Government Ordinance No. 45 of 2020. The University is named after Sree Narayana Guru, the great sage, philosopher, poet and social reformer of modern India. Having been established as the 15<sup>th</sup> State University of Kerala, Sreenarayanaguru Open University aims at strengthening the structural dynamics of academic operations for ensuring quality inclusive education for all regardless of age, creed, gender and religion. The University was officially dedicated by Sri. Pinarayi Vijayan, the Hon. Chief Minister of Kerala on 2<sup>nd</sup> of October, 2020. The State Legislature of Kerala unanimously enacted Sreenarayanaguru Open University Act in 2021 January. In pursuance of the legal procedures, Sreenarayanaguru Open University was accorded recognition under the section 2(f) and 22 of the University Grant Commission Act of 1956.

### **Cambridge University Press**

Cambridge University Press, founded in 1534, is the publishing division of the University of Cambridge and stands as one of the world's oldest and most prestigious publishing houses. As part of its mission to advance learning, knowledge, and research globally, Cambridge University Press has consistently contributed to the academic and educational landscape with high-quality publications in various domains. The Press collaborates with renowned institutions and experts to develop educational resources that support teaching, learning, and academic excellence worldwide. Cambridge University Press is a co-owner of international examinations like IELTS and works extensively to provide English language teaching (ELT) solutions, helping learners achieve globally recognized qualifications and linguistic competence. Through its commitment to innovation and excellence, the Press continues to be a leader in promoting accessible and inclusive education across the globe.

Sreenarayanaguru Open University collaborates with Cambridge University Press for the Certificate Programme in Communication Skills and Foundation Course for IELTS

and OET. The partnership aims to offer an international standard of training and skill development.

## **Pathway, Vision and Mission**

The University has drawn up its vision, mission and pathway based on the broad institutional priorities discerned through its interactions with the public.

The University has begun its journey with the statement of the pathway. It reads as

Pathway : *Access and Quality define Equity.*

Vision and Mission of the University:

Vision : **To increase access of potential learners of all categories to higher education, research and training, and ensure equity through delivery of high quality processes and outcomes fostering inclusive educational empowerment for social advancement**

Mission : **To be benchmarked as a model for the conservation and dissemination of knowledge and skill on blended and virtual mode in Education, Training and Research for normal, continuing, and adult learners.**

## **Campuses of the University**

The campuses of the Sreenarayanaguru Open University consist of its headquarters at Kollam and four Regional Centres at Tripunithura, Pattambi, Kozhikode and Thalassery.

However, the study centre for the certificate programmes will be communicated to the registered learners prior to the commencement of the programme and may change subject to the availability of batches.

## **Introduction**

The **Communication Skills and Foundation Course for IELTS and OET** is designed to build proficiency in English communication and equip learners with the skills to excel in competitive English proficiency exams. This comprehensive programme aims to foster professional and personal development, enhance intercultural skills, and systematically track learner progress.

This course will be delivered through online and hybrid modes, offering flexibility and accessibility to learners.

## **Programme Details**

### **Objectives**

- To stimulate the professional and personal development of learners
- To promote English language proficiency
- To enable learners to qualify in competitive English exams for professional development
- To develop intercultural communication skills
- To track learners' progress and enhance language skills

### **Course Outcomes**

Upon completing the course, learners will:

- Acquire B1 level of English as per the CEFR (Common European Framework of Reference for Languages)
- Be prepared for IELTS and OET exams, in collaboration with Cambridge University Press
- Develop competencies in Listening, Speaking, Reading, and Writing (LSRW) skills
- Be equipped to handle advanced communication scenarios in social, academic, and professional settings

### **Course Delivery**

The programme offers 80 hours of instruction and includes additional self-paced practice hours. The delivery will follow a blended mode combining online classes and digital self-learning tools.

### **Duration and Credits**

- **Duration:** 6 months
- **Credits:** 16
- **Mode:** Online/Hybrid

### **Target Group and Eligibility**

- **Eligibility:** Plus Two (12th standard) or equivalent
- **Target Group:** Open to all learners aiming to improve English communication skills

## **Course Syllabus**

The **Communication Skills and Foundation Course for IELTS and OET** has been meticulously designed to enhance the learner's proficiency in English and prepare them for international English proficiency tests. The curriculum includes a comprehensive blend of theoretical knowledge and practical exercises to ensure well-rounded development in all core language skills: Listening, Speaking, Reading, and Writing (LSRW). The course modules are carefully curated to reflect real-world communication needs and scenarios, with each unit focusing on improving specific language competencies.

### **Course Structure**

The course is divided into several units, each focusing on different aspects of communication, integrating listening, speaking, reading, and writing activities alongside grammar and vocabulary development. The following is an outline of the syllabus content:

#### **Module 1: Good Memories, Life in the City**

- **Listening:** Engaging in conversations about past experiences and urban lifestyles, understanding descriptions of transport systems.

- **Speaking:** Introducing oneself, exchanging personal information, reminiscing about childhood, discussing city infrastructure, and gathering local information.
- **Reading and Writing:** Writing a paragraph on childhood experiences, creating an online post on community issues, reading about famous personalities and city life.
- **Grammar Focus:** Usage of past tense, habitual actions (used to), expressions of quantity (countable and uncountable nouns), and forming indirect questions.

**Class Time:** 8 hours | **Self-Paced Practice:** 5 hours

## **Module 2: Making Changes, Have You Ever Tried It?**

- **Listening:** Listening to descriptions of unique accommodations and food experiences.
- **Speaking:** Describing features and making comparisons, expressing wishes, discussing food preferences, and giving instructions.
- **Reading and Writing:** Writing emails comparing different living spaces, crafting a recipe, reading stories about lifestyle changes and food history.
- **Grammar Focus:** Comparatives with adjectives and nouns, expressing wishes, using past tense and present perfect, and employing sequence adverbs.

**Class Time:** 8 hours | **Self-Paced Practice:** 5 hours

## **Module 3: Hit the Road, Sure! I'll Do It**

- **Listening:** Listening to travel advice and survey results on family dynamics.
- **Speaking:** Planning vacations, giving and refusing requests, expressing apologies and giving excuses.
- **Reading and Writing:** Writing travel suggestion emails, making polite requests, and reading about unusual vacations and requests in hotels.
- **Grammar Focus:** Future tense with *be going to* and *will*, necessity and suggestion using modals, and forming polite requests.



**Class Time:** 8 hours | **Self-Paced Practice:** 5 hours

#### **Module 4: What Do You Use This For? Time to Celebrate**

- **Listening:** Listening to descriptions of technology and cultural events.
- **Speaking:** Describing technology, giving instructions, and discussing holidays and customs.
- **Reading and Writing:** Writing requests for favors, creating entries on cultural websites, reading about the sharing economy and global New Year customs.
- **Grammar Focus:** Usage of gerunds and infinitives, relative clauses of time, and adverbial clauses using *when*, *after*, and *before*.

**Class Time:** 8 hours | **Self-Paced Practice:** 5 hours

#### **Module 5: Grammar Plus**

- Additional practice in grammar and writing using downloadable worksheets covering essential grammar points and advanced writing techniques.

**Class Time:** 8 hours | **Home Practice:** 10 hours

#### **Module 6: Only Time Will Tell, I Like Working with People**

- **Listening:** Listening to discussions about personal changes and job preferences.
- **Speaking:** Describing changes over time, discussing skills and job preferences, and explaining cultural differences.
- **Reading and Writing:** Writing a paragraph on past, present, and future changes, composing cover letters, and reading case studies about cultural differences in workplaces.
- **Grammar Focus:** Time contrasts, conditional sentences with *if* clauses, and forming responses using gerunds.

**Class Time:** 8 hours | **Self-Paced Practice:** 5 hours

#### **Module 7: It's Really Worth Seeing, It's a Long Story**

- **Listening:** Listening to descriptions of monuments and recounting unexpected experiences.
- **Speaking:** Talking about landmarks, sharing experiences, and interpreting events.
- **Reading and Writing:** Writing introductory guides for tourists, describing recent experiences, and reading about global monuments and customs.
- **Grammar Focus:** Passive voice usage, distinguishing past continuous and simple past, and using present perfect continuous for describing events.

**Class Time:** 8 hours | **Self-Paced Practice:** 5 hours

### **Module 8: That's Entertainment! Now I Get It**

- **Listening:** Understanding opinions, movie reviews, and interpreting signs.
- **Speaking:** Describing films and books, giving reactions and opinions, and interpreting gestures and body language.
- **Reading and Writing:** Writing movie reviews, listing rules for specific situations, and reading stories about actors and idiomatic expressions.
- **Grammar Focus:** Participles as adjectives, using relative pronouns, and expressing possibility and obligation using modals.

**Class Time:** 8 hours | **Self-Paced Practice:** 5 hours

### **Module 9: I Wouldn't Have Done That, Making Excuses**

- **Listening:** Listening to predicaments and radio shows discussing dilemmas.
- **Speaking:** Giving advice and making polite requests, responding to hypothetical situations, and offering excuses.
- **Reading and Writing:** Writing advice-seeking blog posts, reporting survey responses, and reading online forums about handling conflicts.
- **Grammar Focus:** Unreal conditional sentences, past modals, and reported speech for requests and statements.

**Class Time:** 8 hours | **Self-Paced Practice:** 5 hours

### **Additional Practice and Assessments**

- **Self-paced practice:** Regular practice sessions using the online workbook, including grammar and writing exercises.
- **Progress checks:** After every two units, learners will have informal assessments to track their progress.
- **Summative assessments:** Final exams include tests on all units covered, comprising listening, reading comprehension, writing, and speaking tests.

**Class Time:** 8 hours | **Home Practice:** 10 hours

### **Final Assessment**

The final assessment will include both written and oral components, structured as follows:

- **Reading Comprehension:** 20 Marks
- **Listening:** 20 Marks
- **Writing:** 20 Marks
- **Speaking:** 40 Marks

Total assessment: **100 Marks**

### **Certification**

Certification will comply with the CERL (Common European Framework of Reference for Languages) levels, i.e., B1, A2, and A1 levels.

B1 = 90% or above

A2 = 70% or above

A1 = 50% or above

## Course Fees

- **Registration Fee:** INR 500
- **First Installment:** INR 4,000
- **Second Installment:** INR 3,000
- **Examination Fee:** INR 1,000

*Note:* Registration fees and the first installment must be paid during registration. The second installment is due three months after the commencement of the course.

## Admission

Interested candidates must apply online through the University's official admission portal at [www.sgou.ac.in](http://www.sgou.ac.in) or <https://erp.sgou.ac.in>. Stepwise instructions for online submissions are available on the portal.

- **Date of Registration Commencement:** 22-02-2025
- **Last Date of Registration:** 10-03-2025

## Refund of Fees

Refunds are subject to the University's policy, wherein fees may be refunded if an application is rejected due to defects. No refund is permitted after the course has commenced or upon voluntary withdrawal.

## Enquiries

For more information and registration, visit [www.sgou.ac.in](http://www.sgou.ac.in)

For inquiries, email: [stp@sgou.ac.in](mailto:stp@sgou.ac.in) / call: 0474-2966841 / 9188909901

For technical queries: 9188909903