



**INSTITUTE OF ENGLISH AND OTHER LANGUAGES**  
**UNIVERSITY OF RAJSHAHI**

**Curriculum for**  
**Certificate Course in English**  
**(Level 1)**

**Session: 2024-2025**  
**&**  
**Session: 2025-2026**

**Mission:**

1. To promote skills of different language in the university graduates for study and employment overseas
2. To improve the intercultural and interlinguistic communicative competence of the graduates

**Vision:**

Rajshahi University graduates will have the chance to

1. develop their competence in the major foreign languages of the world which will be useful for them for study abroad, and for employment overseas.
2. they will be able to communicate in multilingual and multicultural situations

**Programme Objectives:**

1. To facilitate teaching and learning of the major foreign languages of the world
2. To promote multiculturalism and multilingualism in Rajshahi University graduates

**Programme Learning Outcomes:**

1. Students will have working vocabulary of foreign languages
2. They will be able to read, write, speak and listen effectively in the offered foreign languages

**Duration of Course: 6 Months****Course Description:**

The acquisition of the grammatical system of a language remains a most important element in language learning. One cannot use a language creatively without having an adequate command of the grammar. But learning a language involves much more than learning how to form grammatical structures correctly; it involves how to use them appropriately in a variety of real-life situations as well.

**Course Objectives:**

To help students

- a) read with good understanding
- b) write paragraphs, essays, assignments, formal letter, CV, email etc.
- c) translate from English to Bangla and Bangla to English
- d) speak English

**Course Learning Outcomes:**

Students will be able to

- a) read with good understanding;
- b) write paragraphs, Essays, assignments, formal letter, CV, email etc.;
- c) translate from English to Bangla and Bangla to English
- d) speak English

**Course Contents:****A. Vocabulary:**

Word form

Word function

These items are to be taught as both discrete ones and in context. Reading passages (to be selected and graded both from the points of view of structure and vocabulary) should be used as contexts.

**B. Structure:**

- a) Noun phrases: countable and uncountable nouns, determiners (articles, demonstratives, possessives, numerals and quantifiers) and modifiers
- b) Verb phrase: verb types (transitive, intransitive and linking)
  - The tenses
  - Modals
  - Adverbials (time, place, motion, direction)
  - Sentence types (declarative, interrogative and imperative)
  - Sentence structure (simple, compound, complex)

**C. Reading:**

Making the sentence sense: recognizing subjects, objects, modifiers, and pronoun references  
Getting meaning of words and phrases from the context  
Understanding the total meaning  
Organization  
Sentence structure

**D. Translation (from Bengali to English)**

**E. Writing: letter writing, paragraph writing, guided composition etc.**

**F. Pronunciation & Listening Comprehension**

**G. Speaking:**

- a) **Socializing** : **starting a conversation with a stranger**
  - : introducing oneself / someone else
  - : answering an introduction
  - : greeting someone
  - : asking how someone is
  - : saying how you are
  - : Giving and responding to good wishes
- b) **Persuasion (getting things done):**
  - : suggesting a course of action
  - : requesting other to do something
  - : inviting others to do something
  - : advising others to do something
  - : instructing or directing others to do something
- c) **Expressing and finding out moral attitudes:**
  - : apologizing
  - : granting forgiveness
  - : expressing approval or disapproval
  - : expressing appreciation
  - : expressing regret
  - : expressing indifference
- d) **Expressing and finding out emotional attitudes:**
  - : expressing pleasure/liking
  - : expressing displeasure dislike
  - : expressing surprise
  - : expressing hope
  - : expressing worry/fear
  - : expressing satisfaction/dissatisfaction
  - : expressing preference

: expressing gratitude

: expressing sympathy

**e) Expressing and finding out intellectual attitudes:**

: expressing agreement/disagreement

: denying something

: accepting an offer/invitation

: offering to do something

: expressing how certain/uncertain one is

: giving and seeking permission

**f) Imparting and seeking factual information:**

: asking for information

: reporting (describing, narrating)

: saying you do not know

: reminding

**Match of Learning Objectives, Learning Outcomes and Content**

Learning Out come	Learning Objectives	Course Content	Testing and Evaluation
1	1	1	1-4 of outcome
2	2	2	
3	3	3	1- 5 of objectives
4	4	4	
	5	5	1-10 of contents
		6	
		7	
		8	
		9	
		10	

**Assessment:**

Incourse (Class test + Presentation + Attendance) : 20

Final Examination: 70

Viva Voce: 10

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Total: 100

**Recommended Readings:**

J. Eastwood. *Oxford Practice Grammar*. Oxford University Press.

R. Murphy. *Intermediate English Grammar*. Cambridge University Press.

*Grammar and Composition*. Houghton Mifflin.

S. Ahmed. *Learning English The Easy Way*. Friends' Book Corner.

M. Imhoof and H. Hudson. *From Paragraph to Essay*. Longman.

J. Islam. *A Handbook of Paragraph Writing*. Aligarh Library.

J. Islam. *ABC of English Grammar*. Aligarh Library.

M. Shahidullah. *Writing Effective Paragraphs*. Albatross.

A. Ashley. *Oxford Handbook of Commercial Correspondence*. Oxford University Press.