

# DIPLOMA IN ENGLISH LANGUAGE & LITERATURE PROGRAMME



"I take thee at thy word:  
Call me but love, and I'll be new baptized;  
Henceforth I never will be Romeo."

*William Shakespeare, Romeo and Juliet*

# **DIPLOMA IN ENGLISH LANGUAGE & LITERATURE PROGRAMME**

Dept. of Language Studies

This booklet contains important information about the Diploma in English Language & Literature Programme. Please read it carefully and keep it for future reference.

## **1. Registering for the Diploma in English Language & Literature Programme**

- Those who have obtained at least 3 “S” passes in the G.C.E. (A/L) Examination and or passed any foundation course offered by the Open University of Sri Lanka and passed the Selection Test for the Diploma in English Language & Literature Programme conducted by the Dept. of Language Studies of the OUSL.
- Those who have successfully completed the Advanced Certificate in English for Business and Professional Communication Stage II conducted by the OUSL with a minimum of 2 “B+” passes in LSC2212/LEC2504 and LSC2214/LEC2406, and a minimum of 2 “B” passes in LSC2213/LEC2405 and LSC2215/LEC2407

- Those who have obtained a “C” pass or above in all three courses in the OUSL Certificate in Professional English (after 2012) will be permitted direct entry to the Diploma in English Language & Literature Programme.

## **2. Course Content**

|         |   |  |
|---------|---|--|
| LED3507 | - | Advanced Reading Skills                      |
| LED3508 | - | Advanced Writing Skills                      |
| LED3509 | - | Advanced Grammar and<br>Communication Skills |
| LED3510 | - | Introduction to Poetry                       |
| LED3511 | - | Introduction to Fiction                      |
| LED3512 | - | Introduction to Drama                        |

- **Advanced Reading Skills (LED3507)**

This course gives an insight into the process of reading a variety of texts. It places special emphasis on academic reading and reference skills.

- **Advanced Writing Skills (LED3508)**

This course deals with the enhancement and development of writing skills to cope with the demands of academic writing at higher levels.

- **Advanced Grammar and Communication Skills (LED3509)**

This course aims to prepare students for university-level academic study or work place demands by developing their written and spoken communication skills. It also aims to strengthen their ability to use fairly advanced grammatical structures and concepts in a variety of communicative contexts.

- **Introduction to Poetry (LED3510)**

This course is an introduction to the basic elements and techniques of poetry through a study of a selection of poems on a variety of themes.

- **Introduction to Fiction (LED3511)**

This course will introduce you to the concepts of fiction through the study of selected short stories and a novel.

- **Introduction to Drama(LED3512)**

This course will give you a comprehensive introduction to the genre of Drama in terms of textuality, techniques, themes and social relevance.

### **3. Teaching**

At the Open University teaching is carried out in the distance education mode. Learners in the distance education mode are self-learners who have to take responsibility for their own learning. Teaching / learning at the Open University is a combination of many elements which require your active participation. Teaching will consist of:

- I. Printed material
- II. Day school sessions
- III. Supplementary audio visual material
- IV. Selected courses in the blended- mode (face-to-face & online)

You will be given printed material for the six (6) courses which you are expected to study and understand. This material will be supplemented by day school session which involves face-to-face teaching and online instruction. There will be plenty of opportunity for discussion and group work in these day schools (Please note that you are expected to read the relevant course material before the day school. This will help you to participate in the discussions). In addition you will also be expected to view audio visual material and participate in the online components when instructed to do so by the lecturer/s.

#### **4. Guidelines for Study**

The minimum time necessary to complete the OUSL Diploma in English Language & Literature Programme is one year. The Diploma in English Language & Literature Programme comprises 6 courses. Each course has a 05 credit rating. This means that you are expected to spend 250 hours of study per course. The study times for a course will be spent on –

- Reading course material
- Reading set texts
- Attending day schools
- Participating in online discussions and activities
- Preparation for CAs and Final Examinations
- Research and additional reading at the library

You should keep in mind that you will be studying for more than one course at one and the same time. This means that you should be prepared to spend the same amount of time and effort on each course.

We would like to emphasize that it is an advantage to spend more time than the suggested minimum for a course as suggested above.

#### **5. Scheme of Assessment**

The evaluation for each course will consist of

- a. Continuous Assessment
- b. Final Evaluation

## a. Continuous Assessment

All courses at each Level have a Continuous Assessment (CA) component. It may include take home assignments, as well as tests in class. A course will consist of at least 2 CAs. At the end of this booklet you will find a set of guidelines on how to present your assignments.

The CA is a very important part of evaluation at OUSL. A percentage of the marks you receive for your CA component will contribute towards your final evaluation mark. Doing your Continuous Assessment (CA) assignments (whether they are take-home assignments or class tests) is **COMPULSORY**. **You will not be able to complete a course if you have missed doing your CA.**

The mark for the CA component is calculated by taking the average of the two marks gained for the CAs. For example, if your CA1 mark is 50 and your CA2 is 60, your final Overall Continuous Assessment Mark (OCAM) would be  $\frac{50+60}{2} = 55$  marks.

The CAs will contribute 50% towards your overall grade and mark, i.e. if your OCAM = 55, then the contribution towards your Final Overall Mark will be  $\frac{55 \times 50}{100} = 27.5$ .

## b. Final Evaluation

Final evaluation will be in the form of a final examination or in the form of a project. The final examination will contribute 50% toward your overall grade.

Based on the Overall Assessment Mark (Z%) of a student in respect of any course a student shall be awarded a grade as follows:

| <b>Mark Range (Z%)</b> | <b>Grade</b> | <b>Grade Point Value (GPV)</b> |
|------------------------|--------------|--------------------------------|
| 85-100                 | A+           | 4.0                            |
| 75-84                  | A            | 4.0                            |
| 70-74                  | A-           | 3.7                            |
| 63-69                  | B+           | 3.3                            |
| 55-62                  | B            | 3.0                            |
| 50-54                  | B-           | 2.7                            |
| 45-49                  | C+           | 2.3                            |
| 40-44                  | C            | 2.0                            |
| 35-39                  | C-           | 1.7                            |
| 30-34                  | D+           | 1.3                            |
| 20-29                  | D            | 1.0                            |
| 00-19                  | E            | 0.0                            |

A+, A, A-, B+, B, B-, C+,C constitute Pass Grades

Please note that if a student fails either the final exam or the final project he/she is required to re-sit that particular course. Such students are called re-sit students. This means that you have to sit the final exam or do the project once again.

A student who fails to obtain 40% as the overall assessment mark (both CA mark + final examination mark) is deemed to have failed that course. Such students are called repeat students; this means that you may repeat the course by re-registering which requires you to do the CAs as well as the final examination again.

It should be noted that a student who either repeats a course or re-sits an examination shall not be awarded a grade higher than "C" in respect of that course irrespective of the marks obtained. It should also be noted that if you repeat a course you have to pay double the fee.



## **6. Fees**

Fees are payable in two installments as follows:

Installment 1:

Registration Fee, Supplementary fee and 60% of the Tuition Fee.

Installment 2:

Remaining 40% of the Tuition Fee.

## **7. Administrative Details**

If you change your address you should notify the student Affairs Division immediately and forward on of the following documents.

### **Day schools**

Day – Schools will be conducted on weekends; Saturday and / or Sunday.

### **Continuous Assessment Tests**

Continuous Assessment Tests will be conducted on weekends; Saturday and / or Sunday.

### **Final Examination**

Final Examination will be conducted on weekends; Saturdays and / or Sundays as well as weekdays.

## **Venue of day schools**

All day schools will be held in the OUSL premises. Examination centers will be notified later.

## **Students Identity Card**

**Please make sure that you have your student identity card whenever you come to the Open University. It is advisable to carry your national identity card at all times.**

## **Purchase of Books**

You will be given certain course material on registration. In addition, you may also have to purchase other books of which you will be notified later.

## **Handing in of Assignments**

Completed assignments should be handed over to the Assignment Room in the Colombo Regional Centre on or before the given date. You will be given a receipt which you should keep. We strongly advise you to personally hand in your assignments. However, if you have to post your assignment please send it by registered post to reach us before the due date. Please retain your receipt as proof of posting. You are also expected to keep a photocopy of your assignments.

## **Withdrawal from the Programme**

If you wish to withdraw from a course you should inform the Registrar in writing within a period of one month from the date of registration of the programme. In such instances you may be allowed to re-register for that course subsequently without being considered a repeat student.

## **8. Award of the Diploma in English Language & Literature Programme**

A student who satisfies the requirements for the award of the Diploma in English Language & Literature Programme certificate, shall be awarded the certificate either with a Distinction, Merit or a Pass, provided that the student satisfies such requirements within such a period as may be specified by the Senate. Such an award in respect of each student shall be recommended to the senate by a Board of Examiners constituted as follows:

- Vice Chancellor (Chairperson)
- Dean/Faculty of Humanities and Social Sciences
- Panels of Examiners of all the courses in the Programme
- Senior Assistant Registrar /Examinations shall function as the Secretary to the Board of Examiners

### **A Distinction, Merit and Pass shall be as follows:**

- To be eligible of a Distinction, a student shall have obtained a Grade Point Value of 3.70 or above
- To be eligible for a Merit, a student shall have obtained a Grade Point Value of 3.00 or above
- To be eligible for the award of a Pass, a student shall have obtained at least a Grade Point Value of 2.00 or above

## **9. Registering for the Bachelor of Arts in English and English Language Teaching Special Degree Programme**

Those who wish to continue further studies and proceed to the BA in English and English Language Teaching Degree Programme should note the following:

Look out for the advertisements in the newspapers, calling for applications and follow the details, therein you can apply for the BA in English and English Language Teaching Degree Programme.

You cannot follow the B A in English and English Language Teaching Programme unless you send in an application, and have obtained the required qualifications.

## 10. Queries / Problems

If you have any problems while following the programme, you could contact/write to the following persons- (Copies of all letters should be sent to the Programme Co-ordinator)

| <b>Nature of problem</b>                  | <b>Whom to contact</b>   | <b>Division</b>   |
|---|--|---|
| Registration<br>Studentship               | Senior Asst.<br>Registrar/<br>Student Affairs<br>Division<br>011-2881374             | Student Affairs<br>Division<br>OUSL<br>Nawala<br>Nugegoda   |
| Examination<br>Results /<br>Certificates  | Senior Asst.<br>Registrar /<br>Examinations<br>Division<br>011-2881350               | Examinations<br>Division<br>OUSL<br>Nawala<br>Nugegoda      |
| Conducting of<br>Classes<br>Books         | Asst. Director<br>011-2881360<br>001-2881216   | Colombo Regional<br>Centre                                  |
| Matters related to<br>academic activities | Co-ordinator /<br>Diploma in<br>English<br>Language and<br>Literature<br>011-2881431 | Dept. of<br>Language Studies<br>OUSL<br>Nawala,<br>Nugegoda |