University of Mumbai

No. AAMS (UG)/ 130 of 2021

CIRCULAR:-

Attention of the Principals of the Affiliated Colleges and Directors of the recognized Institutions in Faculty of Humanities.

They are hereby informed that the recommendations made by the Board of Studies in **English** at its meeting held on 30th April, 2021 **vide** item No. 3(ix) and subsequently passed by the Board of Deans at its meeting held on 11th June, 2021 **vide** item No. **5.12** have been accepted by the Academic Council at its meeting held on 29th June, 2021, **vide** item No. **5.12** and subsequently approved by the Management Council at its meeting held on 29th July, 2021 **vide** item No. **16** and that in accordance therewith, in exercise of the powers conferred upon the Management Council under Section 74(4) of the Maharashtra Public Universities Act, 2016 (Mah. Act No. VI of 2017) the Ordinance **6651 & 6652** Regulations **9394 & 9395** and the syllabus of **Diploma in International English Language Proficiency** has been introduced and the same have been brought into force with effect from the academic year 2022-23. accordingly. (The same is available on the University's website www.mu.ac.in).

MUMBAI – 400 032
25th October, 2021

(Sudhir S. Puranik)
REGISTRAR

To ,

The Principals of the Affiliated Colleges and Directors of the recognized Institutions in Faculty of Humanities. (Circular No. UG/334 of 2017-18 dated 9th January, 2018.)

A.C/5.12/29/06/2021
M.C/16/29/07/2021

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No. AAMS (UG) /130-A of 2021   MUMBAI-400 032   25th October, 2021

Copy forwarded with Compliments for information to:-

1) The Chairman, Board of Deans
2) The Dean Faculty of Humanities,
3) The Chairman, Board of Studies in English,
4) The Director, Board of Examinations and Evaluation,
5) The Director, Board of Students Development,
6) The Co-ordinator, University Computerization Centre,

(Sudhir S. Puranik)
REGISTRAR

Copy to :-
1. The Deputy Registrar, Academic Authorities Meetings and Services (AAMS),
2. The Deputy Registrar, College Affiliations & Development Department (CAD),
3. The Deputy Registrar, (Admissions, Enrolment, Eligibility and Migration Department (AEM),
4. The Deputy Registrar, Research Administration & Promotion Cell (RAPC),
5. The Deputy Registrar, Executive Authorities Section (EA),
6. The Deputy Registrar, PRO, Fort, (Publication Section),
7. The Deputy Registrar, (Special Cell),
8. The Deputy Registrar, Fort/ Vidyanagari Administration Department (FAD) (VAD), Record Section,
9. The Director, Institute of Distance and Open Learning (IDOL Admin), Vidyanagari,

They are requested to treat this as action taken report on the concerned resolution adopted by the Academic Council referred to in the above circular and that on separate Action Taken Report will be sent in this connection.

1. P.A to Hon'ble Vice-Chancellor,
2. P.A Pro-Vice-Chancellor,
3. P.A to Registrar,
4. All Deans of all Faculties,
5. P.A to Finance & Account Officers, (F.& A.O),
6. P.A to Director, Board of Examinations and Evaluation,
7. P.A to Director, Innovation, Incubation and Linkages,
8. P.A to Director, Board of Lifelong Learning and Extension (BLLE),
9. The Director, Dept. of Information and Communication Technology (DICT) (CCF & UCC), Vidyanagari,
10. The Director of Board of Student Development,
11. The Director, Department of Students Walfare (DSD),
12. All Deputy Registrar, Examination House,
13. The Deputy Registrars, Finance & Accounts Section,
14. The Assistant Registrar, Administrative sub-Campus Thane,
15. The Assistant Registrar, School of Engg. & Applied Sciences, Kalyan,
16. The Assistant Registrar, Ratnagiri sub-centre, Ratnagiri,
17. The Assistant Registrar, Constituent Colleges Unit,
18. BUCTU,
19. The Receptionist,
20. The Telephone Operator,
21. The Secretary MUASA

for information.

(Appendix 'B')

New ordinances 6651 & 6652 relating to the
Diploma in International English Language Proficiency

DIPLOMA IN INTERNATIONAL ENGLISH LANGUAGE PROFICIENCY

1. **Necessity of Starting this Program:**

This program is designed to allow the learner to improve Listening, Speaking, Reading, and Writing skills along with applied skills like persuasive and analytical writing. So, the modules cover all the topics that cover the basic linguistic skills essential to hone of skills essential for Standard English language proficiency.

This course Diploma in International English Proficiency will empower students with basic English language skills and strengthen the four essential skills of Listening, Reading, Writing and Speaking. The course will enable them to use appropriate and relevant language with accuracy and help them deliver confidently.

Furthermore, the learners will feel enabled to meet the situational demands of the communication. The course will empower students to develop persuasive and analytical language skills to communicate effectively.

2. **Whether UGC has recommended to start the said Courses?**

UGC has given guidelines for introduction of career oriented courses (https://www.ugc.ac.in/oldpdf/xiplanpdf/revisedcareerorientedcourses.pdf). Universities are allowed to run the diploma / certificate courses and with due approval of its governing councils/ statutory council wherever required (Ref: https://www.ugc.ac.in/faq.aspx). However, u/s 5(16) under Maharashtra Public Universities Act, 2016 (Mah. Act No. VI of 2017), Universities are empowered to start to prescribe the courses of instruction and studies in choice based credit system for the various examinations leading to specific degrees, diplomas or certificates in a stand-alone format or joint format with other State or national or global universities.

3. **Whether all the courses have commenced from academic year 2020-21?**

The above diploma course recommended by the BoS in English, and further approved by the statutory bodies is to be introduced from the Academic Year 2021-2022.

4. **The courses started by the University are self-financed, whether adequate number of eligible permanent Faculties are available?**

The diploma course is purely self-financed. The department/affiliated collegesinterested in its affiliation need to comply with the norms laid down as above.

5. **To give details regarding duration of the course and is it possible to compress thecourse?**

The duration of the course is maximum 6 month for each semester i.e. not extending beyond two semesters {6 Months (July-December / January-June)} with total 40+20 contact hours for each course which is consist of maximum 4 Credits on completionof total 60 hours and 16 Credits on completion of entire diploma course.

6. **The intake capacity of each course and no. of admissions given in the current academic year (2021-22)**

The intake capacity is set to maximum 40 students per batch.

7. **Opportunities of employability/employment available after undertaking thesecourses:**
   1. Employed as English Language Instructor
   2. Employed as content creators for English in Edu-tech companies, media houses
   3. Freelance as language teachers
   4. Earn online as language facilitators
   5. Employed in language labs

UNIVERSITY OF MUMBAI

Syllabus for the

Diploma in International English Language Proficiency

(to be introduced with effect from the academic year 2022-23)

UNIVERSITY OF MUMBAI

Syllabus for Approval

Sr. No.	Heading	Particulars
1	Title of the Program **O.6651**	**Diploma in International English Language Proficiency**
2	Eligibility for Admission **O.6652**	Candidate who passed 10+2 examination in Arts / Science / Commerce or equivalent examination
3	Passing Marks **R - 9394**	The candidate must obtain 40 % of the total marks in external and internal examination to pass the course
4	Ordinances / Regulations (if any)	-
5	No. of Years / Semesters **R - 9395**	One Year-Two Semesters
6	Level	P.G. / U.G./ Diploma / Certificate (Strike out which is not applicable)
7	Pattern	Yearly / Semester (Strike out which is not applicable)
8	Status	New / Revised (Strike out which is not applicable)
9	To be implemented from Academic Year	From Academic Year **2022-2023**

Name of BOS Chairperson / Dean: **Dr. Sudhir Nikam**
Date: 30th April, 2021

University of Mumbai

Diploma in International English Language Proficiency

(With effect from the academic year 2022-23)

Board of Studies in English

Dr. Sudhir Nikam (Chairperson)

Dr. Rajesh Karankal (Member)	**Dr. Santosh Rathod (Member)**
Dr. Bhagyashree Varma (Member)	**Dr. Deepa Mishra (Member)**
Dr. B. N. Gaikwad (Member)	**Dr. Deepa Murdeshwar-Katre (Member)**
Dr. Satyawan Hanegave (Member)	**Dr. Dattaguru Joshi (Member)**

Syllabus Sub-Committee

Dr Satyawan Hanegave (Convener),Vice Principal, K J Somaiya College of Arts & Commerce, Mumbai. Email ID: satyahanegave@somaiya.edu Mob.: +919820387557

Dr Panchsheela Mahale (Member), Assistant Professor, Department of English, Sathaye College, Mumbai. Email ID: brahmepanchshiela@yahoo.com Mob.:+917045003388

Shailesh Bagdane (Member), Assistant Professor, Department of English, Gokhale Education Society Arts Commerce and Science College Jawhar, Maharashtra. Email ID: shaileshtbagdane@gmail.com Mob.:+919637502890

Dr. Aarti Punjabi (Member), Visiting Faculty, SBM, NMIMS, Mumbai. Email ID: artymanoj@gmail.com Mob.: +919820151061

Dr Nitin Bharaskar (Member), Assistant Professor, Department of English, KBP Hinduja College, Mumbai. Email ID: nitinbharaskar@gmail.com Mob.:+919619293223

Syllabus

1	Title of the Program	Diploma in International English Language Proficiency
2	Eligibility for Admission	Candidate who passed 10+2 examination in Arts / Science / Commerce or equivalent examination
3	Intake Capacity	40 Students per batch
4	Passing Marks	The candidate must obtain 40 % of the total marks in external and internal examination to pass the course
5	Selection	First Come First Served Basis
6	Credits	16 Credits
7	Duration of the Course	One year
8	Number of Contact Hours	40(lectures) + 20 (tutorial) Per Theory Paper
9	Fee Structure	Rs. 5000/- (The fee covers tuition fee, remuneration of teacher, infrastructural expenses, books, stationery, examination fee etc.)
10	Teaching Faculty Qualification	As per UGC Guidelines
11	Remuneration of Teacher	As per University / Government Guidelines
12	Centre	Any College/Department/Institution under the purview of the University of Mumbai
13	Level	U.G. / Diploma
14	Pattern	Semester
15	Status	To be implemented from the Academic Year 2022-2023

Diploma in International English Language Proficiency

Preamble: With the emergence of the global market-place, the English language has found its place as the global medium of communication. English is now the lingua franca and proficiency in this language will enhance the employability index for a person. The course is being designed to meet the demands of language from the students to meet international communication needs.

This course Diploma in International English Proficiency will empower students with basic English language skills and strengthen the four essential skills of Listening, Reading, Writing and Speaking. The course will enable them to use appropriate and relevant language with accuracy and help them deliver confidently.

Furthermore, the learners will feel enabled to meet the situational demands of the communication. The course will empower students to develop persuasive and analytical language skills to communicate effectively.

Objectives of the course:

- To help improve Listening, Speaking, Reading, and Writing skills
- To enable learners` improve comprehension, interaction and fluency
- To equip the learners with strategies to improve their professional communication skills
- To develop necessary pronunciation, grammar, vocabulary and usage through communicative activities

Learning outcomes:

- Learners will demonstrate the ability to use spoken and written English with fluency, appropriacy, and accuracy
- Learner will be able to improve Listening, Speaking, Reading, and Writing skills
- Learner will be able to learner, improve comprehension, interaction and fluency
- Learner will be able to equip with strategies to improve their professional communication skills
- Learner will be able to develop necessary pronunciation, grammar, vocabulary and usage through communicative activities

University of Mumbai

Diploma in International English Proficiency

Semester I

Course: Theory

Course Title: Basics of International English Language Proficiency

Course: I

(With effect from the academic year 2022-2023)

<div align="center">**SYLLABUS**</div>

01		**Syllabus as per Choice Based Credit System**	
i		Name of the Program	**Diploma in International English Language Proficiency**
ii		Course Code	
iii		Course Title	Basics of International English Language Proficiency
iv		Course Contents	Enclosed a copy of the syllabus
v		References and Additional References	Enclosed in the Syllabus
vi		Credit Structure (No. of Credits)	04
vii		No. of lectures per Unit	15
viii		No. of lectures per week	04
ix		No. Tutorials per week	01
x		Total Marks	100
02		**Scheme of Examination**	Theory Examination + Internal Evaluation (60+40)
03		**Special notes, if any**	No
04		**Eligibility, if any**	HSC or Equivalent Certificate
05		**Fee Structure**	As per University Structure
06		**Special Ordinances / Resolutions if any**	No

Course - I

Title: Basics of International English Language Proficiency

Unit 1:   **Introduction to International English Language Proficiency**

a. Proficiency in English language

- Nature
- Scope and Opportunities in Public and Private sectors
- Requisites

b. English as a Global Language

c. Varieties of English: British, American and Indian

Unit 2:   **Listening Skills**

- Active listening (podcasts, Ted talks, Speeches and more….)
- Barriers to listening
- Listening for specific information, comprehension, instruction, giving short and long responses, respond to complex narratives, statements, questions, discursive explanations and instructions (both face-to face and on the telephone)
- Strategies for active listening
- Note-taking

Unit 3:   **Reading**

- Reading comprehension
- Reading for information, pleasure, comprehension, inference
- Distinguish between facts and opinions, decipher facts and make inferences
- Strategies for developing reading skills and enhancing reading speed
- Reading sub-skills- Skimming, scanning, predicting, anticipation

Unit 4:   **Grammar and Lexis**

- Vocabulary- appropriate and relevant
- Vocabulary building exercises
- Functional grammar- common errors at sentence and discourse level
- Tenses, subject-verb agreement, article

Evaluation Pattern:
Internal Assessment (40 Marks):

Sr. No.	Particulars	Marks
1	Classroom Attendance & Participation	10
2.	Oral Presentation (10 Minutes with or without PowerPoint)	10
3	Test/Written Assignment	20

Semester End Examination (60 Marks):

Evaluation: Semester End Examination Pattern   60 Marks   Hours: 02

The Semester End Examination for 60 marks will have 4 questions of 15 marks each (with internal choice):

Question 1	Objective (15/20)	15 Marks
Question 2	Short Notes (3/5)	15 Marks
Question 3	Short Answer (3/5)	15 Marks
Question 4	Application/Long answer (2/3)	15 Marks

Topics suggested for internal evaluation:

● Difference in British English, American English and Indian English.
● Exercises on grammar- subject verb agreement, tenses, article
● Listening comprehension activities (fill the gap, match the column, write short responses)
● Reading comprehension activities (Cloze test, respond to literal and inferential questions)

University of Mumbai

Diploma International English Language Proficiency

Semester I

Course: Practical

Course Title: Project

Course: II

(With effect from the academic year 2022-2023)

SYLLABUS

01	Syllabus as per Choice Based Credit System	
i	Name of the Program	Diploma in International English Language Proficiency
	Course Code	
iii	Course Title	Project
iv	Course Contents	Enclosed a copy of the syllabus
v	References and Additional References	Enclosed in the Syllabus
vi	Credit Structure (No. of Credits)	04
vii	No. of Learning Hours	60
viii	No. Tutorials per week	01
ix	Total Marks	100
02	**Scheme of Examination**	Internal Evaluation (60+40)
03	**Special notes, if any**	No
04	**Eligibility, if any**	HSC or Equivalent Certificate
05	**Fee Structure**	As per University Structure
06	**Special Ordinances / Resolutions if any**	No

The purpose of this course is to engage learners through the mode of project to reinforce the ideas, concepts and skills that are introduced in the theory paper. Students choose a topic for the project in consultation with the project guide. The project may be carried out individually or in collaboration with other students.

Ideas for Project:

The following are only suggested topics. Similar topics keeping the learning and local context may be given to the students.

Choose an argumentative / analytical text of 700-1000 words, analyze and write a report on it. Choose 2 podcasts/ Ted talks / Google talks on a common topic, compare analyze and present a report on it. Collect samples of varieties/dialects of English and write a series of blog-posts.

The students should be encouraged to use strategies such as interviews, online/offline surveys field visits, collection of documents such as photographs, brochures etc.

Guidelines for reporting and presenting project

The report may be submitted in Print (type-written) format or in Non-Print (Blog/Vlog /Web-page) format

Format of the Print Report:

- The full content of the report must be bound together so that the pages cannot be removed or replaced.
- The cover of the report must contain, title, name of the candidate, the award and the year of submission.
- Page numbers must be mentioned at the bottom of each page and Margin should be 1.5" on the left and 1" on the three sides.
- Use separate index sheets for all chapters should start from a new page.

- Report must contain all the necessary documents such as. Certificate of the guide, training completion Certificate by the institute/ organization, student declaration certificate, acknowledgements, table of contents, bibliography, appendix (if any) etc.
- Students should use simple and good English while writing the report. Avoid grammatical errors.
- No aspects of the structure of the report should be omitted.

Guidelines for the instruction and assessment

- Students may be allotted project mentors to guide them through the process.
- Students may be allotted a co-guide in case of availability and necessity.
- Students may be encouraged to take up a project in pair or group (depending on the context)
- Students may be trained to present final project to improve their presentation skills,
- A well-planned rubric and additional guidelines may be prepared by the study center keeping in view the core content, quality of the project and presentation of work.

Evaluation Pattern:

Internal Assessment (100 Marks):

Sr. No.	Particulars	Marks
1	**Project Field Work (minimum 30 hours)** Report (Up to 2500 words- 20 pages including images, graphs, appendix etc.)	**75**
3	Presentation (with or without PowerPoint)	25

University of Mumbai

Diploma in International English Language Proficiency

Semester II

Course: Theory

Course Title: Professional Proficiency Skills

Course: III

(With effect from the academic year 2022-2023)

SYLLABUS

01		**Syllabus as per Choice Based Credit System**	
	i	Name of the Program	**Diploma in International English Language Proficiency**
	ii	Course Code	
	iii	Course Title	Professional Proficiency skills
	iv	Course Contents	Enclosed a copy of the syllabus
	v	References and Additional References	Enclosed in the Syllabus
	vi	Credit Structure (No. of Credits)	04
	vii	No. of lectures per Unit	15
	viii	No. of lectures per week	04
	ix	No. Tutorials per week	01
	x	Total Marks	100
02		**Scheme of Examination**	Theory Examination + Internal Evaluation (60+40)
03		**Special notes, if any**	No
04		**Eligibility, if any**	HSC or Equivalent Certificate
05		**Fee Structure**	As per University Structure
06		**Special Ordinances / Resolutions if any**	No

Paper III

Title: Professional Proficiency skills

Unit 1:   Speaking

- Basic phonology-vowel and consonant sounds, stress and intonation
- Activity-based exposure to and familiarization with phonetics
- Communicate basic information, feelings and opinions on familiar topics both face-to-face and on the telephone
- Speaking to communicate straightforward and detailed information, ideas and opinions clearly
- Extempore speech- strategies for an impromptu speech

Unit 2:   Writing

- Basics of good writing- concise, correct, concrete
- Cohesion and coherence
- Mind maps and infographics
- Summarizing and paraphrasing
- E-mail etiquette
- Writing positive and negative e-mails

Unit 3: Persuasive and Analytical skills

- Persuasive language techniques
- Strategies for analytical and argumentative writing
- Group Discussion
- Strategies for a good discussion
- Oral presentation strategies

Unit 4: Professional Communication skills

- Telephone and SMS etiquette – receive and give information, instruction
- Virtual Communication strategies- video-conferencing etiquette
- Meetings: Attending and conducting meetings, setting agenda, writing minutes of meeting
- Basic principles of report writing

Instructional Guidelines:

It is recommended that the instructors use a dual approach in executing the curriculum. The primary focus may be placed on building the language proficiency of the students, whereas, it may be achieved by way of using methods, teaching strategies, approaches, pedagogical inputs to give them a holistic view of the language skills.

Evaluation Pattern:

Internal Assessment (40 Marks):

Sr. No.	Particulars	Marks
1	Classroom Attendance & Participation	10
2.	Oral Presentation (10 Minutes with or without PowerPoint)	10
3	Written Assignment	20

Topics for Internal Assessment:

1. Extempore speech
2. E-mail writing activity
3. Role play for telephone etiquette, video-conferencing

Semester End Examination (60 Marks)

Evaluation: Semester End Examination Pattern 60 Marks Hours: 02

The Semester End Examination for 60 marks will have 4 questions of 15 marks each (with internal choice):

Question 1	Objective (15/20)	15 Marks
Question 2	Short Notes (3/5)	15 Marks
Question 3	Short Answer (3/5)	15 Marks
Question 4	Application/Long answer (2/3)	15 Marks

University of Mumbai

Diploma in International English Language Proficiency

Semester II

Course: Practical

Course Title: On-the-Job Training/ Internship

Course: IV

(With effect from the academic year 2022-2023)

SYLLABUS

01		**Syllabus as per Choice Based Credit System**	
i		Name of the Program	**Diploma in International English Language Proficiency**
ii		Course Code	
iii		Course Title	On-the-Job Training/ Internship
iv		Course Contents	Enclosed a copy of the syllabus
v		References and Additional References	Enclosed in the Syllabus
vi		Credit Structure (No. of Credits)	04
vii		No. of learning hours	60
viii		No. of learning hours per week	04
ix		No. Tutorials per week	01
x		Total Marks	100
02		**Scheme of Examination**	Theory Examination + Internal Evaluation (60+40)
03		**Special notes, if any**	No
04		**Eligibility, if any**	HSC or Equivalent Certificate
05		**Fee Structure**	As per University Structure
06		**Special Ordinances / Resolutions if any**	No

<p style="text-align:center">Semester II</p>
<p style="text-align:center">Course -IV</p>
<p style="text-align:center">Title: On-the-Job Training/Internship</p>

The purpose of this course is to engage learners through the mode of on-the-job training to reinforce the ideas, concepts, and skills that are introduced in the theory course. Students choose an area for the project in consultation with the project guide. The project may be carried out individually or in collaboration with other students.

Ideas for Project:

The following is only a suggested topic. Similar topics keeping the learning and local context may be given to the students.

Select any school/organization/institute in your area that engages in teaching English as a second or foreign language and undertake internship for a minimum of 30 hours. Prepare and submit a report at the end of the semester.

The students may be encouraged to use strategies such as Interview, online/offline Survey, On-field visits, collection of documents such as photographs, brochure etc.

Guidelines for the Study Centre:

Since the on-job training is an integral part of this diploma course, the study center is advised to identify potential organizations/institutes/schools, etc., and either enter into a MoU with them or establish rapport with them so as the students are taken as interns.

Guidelines for reporting and presenting the project

The report may be submitted in Print (type-written) format or in Non-Print (Blog/Vlog/ /Web-page) format

Format of the Print Report:

- The full content of the report must be bound together so that the pages cannot be removed or replaced.
- The cover of the report must contain, title, name of the candidate, the award, and the year of submission.

- Page numbers must be mentioned at the bottom of each page and the Margin should be 1.5" on the left and 1" on the three sides.
- Use separate index sheets for all chapters should start from a new page.
- The report must contain all the necessary documents such as. Certificate of the guide, training completion Certificate by the institute/ organization, student declaration certificate, acknowledgments, table of contents, bibliography, appendix (if any) etc.
- Students should use simple and good English while writing the report. Avoid grammatical errors.
- No aspects of the structure of the report should be omitted.

Guidelines for the instruction and assessment

- Students may be allotted project mentors to guide them through the process.
- Students may be allotted a co-guide in case of availability and necessity.
- Students may be encouraged to take up a project in pair or group (depending on the context)
- Students may be trained to present a final project to improve their presentation skills,
- A well-planned rubric and additional guidelines may be prepared to keep in view the core content, quality of the project, and presentation of work.
- The project report will be assessed by two examiners (Guide +1).
- These two examiners will also assess the student's presentation. The students will be awarded average marks given by the 02 examiners.

Evaluation Pattern: Internal Assessment (100 Marks):

Sr. No.	Particulars	Marks
1	Project Field Work	30
2.	Report (Word Limit:1500-2000 words)	50
3	Presentation (10 Minutes with or without PowerPoint)	20

Recommended Reading

- McCarthy, Michael *English vocabulary in use Elementary.* Cambridge University Press, 2010.
- Murphy, Raymond, *English grammar in use*. Cambridge University Press; 4th edition (2012)
- Advanced Grammar in Use Marin Hewings (2015)
- Beck, McKeown, Kucan *Bringing words to life* Guilford Press; 2nd edition (2013)
- Basic English by Julie Lachance(2015)
- English grammar worksheets by Larissa Green
- Five Minute Activities: Penny Ur and Andrew Wright
- The Routledge Handbook of Teaching English to Young Learners: Sue Garton, Fiona Copland
- Active Grammar: Fiona Davis, Wayne Rimmer, Jeremy Day, Mark Lloyd, Penny Ur
- Kumari, A.V (2014). Methods of Teaching English. Guntur: New Era Publications. North Asia Limited.
- Speaking. Magazine for English Language Teachers (MELT), No. 17, May 2014.
- Shin, J. K. & Crandall, J. (2014). Teaching Young Learners English: From Theory to Practice. Boston: Heinle ELT, Cengage Learning.

Web Resources

- **https://learnenglish.britishcouncil.org/skills/listening**
- **https://agendaweb.org/listening/comprehension-exercises-B2.html**
- **https://www.cambridgeenglish.org/learning-english/activities-for-learners/?level=proficient**
- **https://tefltastic.wordpress.com/worksheets/exams/cambridge-exams/cpe/**
- **https://www.teachitlanguages.co.uk/331**
- **www.eslbase.com (Guide to English grammar rules, with examples and teaching)**
- **www.coursera.org (Learn English: Intermediate Grammar)**

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