Appendices
Appendix-I

Checklist-Cum-Questionnaire

To the students

This questionnaire is framed purely for research purposes. Please be assured that the data collected herein will not be misused in any way. Therefore, feel free to provide all the information needed in your response through this questionnaire.

Name (Optional): ____________________________
Class: ________________ Age: ______ yrs Gender: M □ F □
Institutional Address: ____________________________________________________

General Instructions

1. You are requested to put a tick mark in the appropriate box.
2. Please do not strike out any response once you have made an entry. It would make it difficult for us to understand what your actual response is.

1. Do you agree that a short-term proficiency course is extremely essential to fine-tune one's current level of language skill during a PG course?
a) Agree □ b) Disagree □ c) Not Sure □

2. Do you think your career growth is firmly associated with your capacity to use language?
a) Yes □ b) No □ c) Not Sure □ d) Sometimes □

3. PG studies are the right point for introducing short-term proficiency course as students are more focused and subjects are streamlined.
a) Agree □ b) Disagree □ c) Not Sure □

4. Which statement do you think best reflects your viewpoint about short-term proficiency courses at PG level?
a) It would help us realize our lack in any area of four language skills and improve the same.
b) It is essential to undergo such training before entering the job market. □
c) Both (a) and (b) above □
d) Neither (a) nor (b) □
If your answer is (d) then please specify how:
_________________________________________________________________________________
_______________________________________________________________

5. Globalization has made it necessary for students to have considerable language skills to benefit
from opportunities globally.

6. Short-term proficiency courses should be structured on the lines of IELTS or TOEFL.
a) Agree  b) Disagree  c) Not Sure  

7. Short-term proficiency courses should be mandatory for all PG students.
a) Agree  b) Disagree  c) Not Sure  

8. Choose any one of the options vis-à-vis skills in which you think a short-term proficiency course should give you ample exposure.
a) Listening  b) Reading  c) Writing  d) Speaking  e) All the four  

9. Short-term proficiency courses should be taught throughout the year, to ensure consistent language exposure for improvement.
a) Yes  b) No  c) Not Sure  d) Sometimes  

10. Do you think needs analyses is a reliable tool to measure students’ current language skills and their needs?
a) Agree  b) Disagree  c) Not Sure  

11. Needs-analyses is a way to empower students for designing a course, which suits their needs.
a) Agree  b) Disagree  c) Not Sure  d) Sometimes  

12. Short-term proficiency courses would get a clear direction with a needs analysis, as it would help meeting students' language needs.
a) Agree  b) Disagree  c) Not Sure  

13. Do you agree that short-term proficiency courses should include language aspects to meet the demands of recruiters?
a) Agree  b) Disagree  c) Not Sure  

14. An intensive field-work involving public & private institutes would give students ample insights into the reach, usefulness and power of language in securing a job.
a) Agree  b) Disagree  c) Not Sure  

15. Grades should be provided at the end of short-term courses to judge student performance, and these should be treated as extra courses completed in terms of credit.
a) Yes  b) No  c) Not Sure  

16. The short-term proficiency courses would require an annual upgrading to align needs of every new intake of students.
a) Agree  b) Disagree  c) Not Sure  

17. An annual upgrading should be done only after a fresh needs-analysis.
a) It is not required  
b) It is essential only if major changes have taken place in the job market  
c) Not Sure  

18) Do you think getting feedback from employers on those already recruited can further help us to make short-term proficiency courses effective?
a) Yes  □  b) No  □  c) Sometimes  □

19) Upgrading short-term course should involve: (choose any one)
   a) Students  □
   b) Teachers  □
   c) Recruiters  □
   d) All the three  □

20) Students at PG level are usually: (Please choose any one)
   a) Grammatically competent at language and communicatively incompetent  □
   b) Communicatively competent and grammatically incompetent  □
   c) Communicatively and grammatically incompetent  □
   d) Communicatively and grammatically competent  □

21) What in your opinion should be taught for improving language learning?
   a) Grammar  □
   b) Vocabulary  □
   c) English Literature  □
   d) All three (a), (b) and (c)  □
   e) None of the above  □

22) Why, in your opinion is this necessary?
_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________

23) The content for short term proficiency course can be extracted from:
   a) English Literature  □
   b) Current affairs  □
   c) IELTS and TOEFL books  □
   d) None of the above  □
e) If any other, please specify  □
Appendix-II

Checklist-Cum-Questionnaire

To the teachers

This questionnaire is framed purely for research purposes. Please be assured that the data collected herein will not be misused in any way. Therefore, feel free to provide all the information needed in your response through this questionnaire.

Name (Optional): ____________________________

Years of Experience: ______       Gender: M ☐ F ☐

Institutional Address: ____________________________________________________

**General Instructions**

1. You are requested to put a tick mark in the appropriate square.
2. Please do not strike out any response once you have made an entry. It would make it difficult for us to understand what your actual response is.

1. The sophisticated nature of Global competition necessitates a short-term proficiency course or a set of courses at PG level to make students adept at language skills.
   a) Agree ☐ b) Disagree ☐ c) Not Sure ☐

2. Which one from the below option do you think Short-term proficiency course should be based on?
   a) The course is grammatically sequenced and the grammatical points are explicitly taught. ☐
   b) The course is grammatically sequenced but the grammatical points are not explicitly taught. ☐
   c) The course is not grammatically sequenced but the grammatical points are explicitly taught as they arise. ☐
   d) The course is not grammatically sequenced but no explicit teaching of grammar occurs. ☐

3. Which approach from the options below can be considered as a starting point for Short-term proficiency course?
   a) Treating each intake of learners as unique and to construct a programme anew from the ground up, as it were for each group. ☐
   b) Recurrent learner types should be identified to prepare general course outlines, which can be utilized with successive intakes of students. ☐

4. Do you think a needs-analysis is essential before a short-term proficiency course is implemented?
   a) Yes ☐ b) No ☐ c) Sometimes ☐

5. Academic experience of teachers can significantly contribute in designing a holistic short-term proficiency course.
6. Four language skills should be assimilated in short-term proficiency course emulating IELTS and TOEFL models.
   a) Yes  
   b) No  
   c) Not Sure

7. When adopting these models, care should be taken to make short-term proficiency course compatible with student needs.
   a) Yes  
   b) No  
   c) May be helpful

8. Which language skill is the most significant as per your experience in the academic field?
   a) Listening  
   b) Reading  
   c) Writing  
   d) Speaking  
   e) All the four

9. Towards which language skill do you find students more inclined?
   a) Listening  
   b) Reading  
   c) Writing  
   d) Speaking  
   e) All the four

10. Short-term proficiency course can be a one-stop solution for language needs of students at PG level.
    a) Agree  
    b) Disagree  
    c) Sometimes

11. Short-term proficiency course would not only generate interest among learners in language but also expand their understanding of other subjects which they study.
    a) Yes  
    b) No  
    c) Not certain

12. Do you think Short-term proficiency course can assist students in preparing for competitive exams like GPSC and UPSC?
    a) Yes  
    b) No  
    c) Sometimes

13. A focused language proficiency course at PG level would inculcate in students a great measure of confidence in the use of language.
    a) Agree  
    b) Disagree  
    c) Not Sure

14. Language proficiency is one of the parameters set by interviewers for selection, and makes Short-term proficiency course inevitable.
    a) Yes  
    b) No  
    c) Sometimes

15. Short-term proficiency course should be spread throughout the year instead of teaching it as a crash course at the end of the year.
    a) Agree  
    b) Disagree  
    c) Not Sure

16. Short-term proficiency course should be grade-based to ensure interest among students.
    a) Agree  
    b) Disagree  
    c) May be effective

17. An annual upgrading is essential to keep Short-term proficiency course to keep them in-tune with the ever changing requirements of job market.
    a) Strongly Agree  
    b) Disagree  
    c) Sometimes

18. Annual upgrading should be done under the supervision of experienced teachers.
19. Feedback for upgrading Short-term proficiency course can also be elicited from:
(Please choose any one)
a) Currently enrolled students
b) Former students
c) Recruiters
d) All the three

20. Students at PG level are usually: (Please choose any one)
a) Structurally competent at language and communicatively incompetent
b) Communicatively competent and structurally incompetent
c) Communicatively and structurally incompetent
d) Communicatively and structurally competent

21. Which syllabus type or combination of syllabus types do you prefer?
a) Grammatical or structural
b) Functional-Notional
c) Situational
d) Skills based
e) Topic-based
f) Task-based

22. The reason for choosing the above option or options is/are because
(a) Of its relevance in the current teaching and learning scenario
(b) Students learn faster and better
c) It is easier to implement
d) Resources are easily available
e) If any other, please specify

23. Which teaching technique/s would be compatible with your teaching scenario?
a) Computer-Assisted Instruction
b) Audio book
c) Group discussion
d) Interviewing
e) Vocabulary
f) If any other, please specify

24. What, in your opinion should be the kind of content or a combination to be included in the short term proficiency course?
a) Multiple-choice questions
b) Short-answer questions
c) Completing sentences
d) Locating information from text
e) Classifying information
To the students

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Thank you

Name (Optional): Kelvin T. George
Class: BBA[ITM] SemIV Age: 19 yrs Gender: M ☑ F ☐
Institutional Address: C.P. Patel G.F.H. Shah Commerce College, Anand

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   a) Agree ☑  b) Disagree   c) Not Sure   

2. Do you think your career growth is firmly associated with your capacity to use language?
   a) Yes ☑  b) No   c) Not Sure   d) Sometimes   

3. PG studies are the right point for introducing short-term proficiency course as students are more focused and subjects are streamlined.
   a) Agree   b) Disagree ☑  c) Not Sure   

4. Which statement do you think best reflects your viewpoint about short-term proficiency courses at PG level?
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   d) Neither (a) nor (b) 
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7. Short-term proficiency courses should be mandatory for all PG students.
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8. Choose any one of the options vis-à-vis skills in which you think a short-term proficiency course should give you ample exposure.
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To the teachers

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Thank you.

Name (Optional): Kealpesh V Patel

Years of Experience: 04 Gender: M □ F □

Institutional Address: C P Patel & F H Shah Commerce College, Anand

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