

## FUNCTIONAL ENGLISH(EN-101)

Pre-requisite: None

Credit Hours 02

Contact Hours 32

### RECOMMENDED BOOK(S)

Grammar

Practical English Grammar by A. J. Thomson and A. V. Martinet.

Exercises 1. Third edition. Oxford University Press. 1997. ISBN 0194313492

Practical English Grammar by A. J. Thomson and A. V. Martinet.

Exercises 2. Third edition. Oxford University Press. 1997. ISBN 0194313506

Writing. Intermediate by Marie-

Christine Boutin, Suzanne Brinard and Francoise Grellet. Oxford Supplementary Skills. Fourth Impression 1993. ISBN 0194354057 Pages 20-27 and 35-41.

Reading/Comprehension

Reading. Upper Intermediate. Brian Tomlinson and Rod Ellis. Oxford Supplementary Skills. Third Impression 1992. ISBN 019453402

Speaking

### COURSE OBJECTIVES

The importance of English language cannot be denied. It enriches our thought and culture and provides us with the most important international vehicle of expression. It has opened for us several doors of knowledge for it is the lingua franca of the world and also the language of science, technology, commerce and diplomacy. The main objective of this course is to enhance English language skills of the students and develop their critical thinking. Moreover, the course will ensure enabling the students to be able to:

- Write grammatically correct and structurally coherent English
- Summarize lengthy texts in their own words
- Know the format of memo writing and develop memorandum on their own
- Translate texts into idiomatically correct language without sacrificing the originality of the source text
- Develop paragraphs and essays beyond what they might have memorized in the past
- Understand complex texts

S. No.	CLO/PLOS MAPPING	DOMAIN	PLO
1	<b>Prepare</b> official letters, memorandums and reports, and also to be able to produce these documents in a professional manner.	C3	10
2	<b>Differentiate</b> between different kinds of essays and to construct brainstorming-clustering method to generate ideas in the form of a coherent essay.	C4	10

3	<b>Apply</b> extensive reading habits in a bid to improve reading skills, learn to apply place punctuation marks and use question tags in an appropriate manner.	C3	10
4	<b>Identify</b> presentation blind spots for sound presentation skills through presentation software such as Microsoft PowerPoint and Prezi.	C1	10

<b>COURSE CONTENTS</b>
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### Study Skills

Reading, dictionary, library skills, speed reading, writing outlines, note taking.

### Oral communication

Confidence building, class discussions, speeches, verbal interaction

### *Advanced reading comprehension:*

Using texts dealing with science, literature and human rights (as per HEC recommendation)

### Précis writing

Rules of précis writing, practice précis.

### Controlled and guided writing

Pre writing (planning, information gathering, preparing to write), writing, search for topic sentences, developing a theme, following up ideas and arguments, outline plans etc.

### Essay writing

Types of writing—narrative, descriptive, expository, argumentative etc., using guided writing to organize essays. Including human rights as essay topics (as per HEC recommendation).

### Writing short reports

Short background of report and its importance, memo report, brief report on events seen/ experienced like visit to an exhibition etc.

### Applied Grammar

Morphology, types of sentences, sentence analysis, tenses, jumbled sentences, question tags, homonyms and homophones and their use in sentences, punctuation—sentences and paragraphs, use of idioms.

### Letter writing

Format and layout, formal letters, types of letters—invitations (acceptance and refusals), condolence, thanks, congratulations, to the editor, chairman, class advisor, dean, vice chancellor etc.