

**PRE-REQUISITE**

Intermediate: F.A/ F.Sc. / I.Com or equivalent

**LEARNING OUTCOMES:**

On the successful completion of the course candidates will be able to:

- Construct sentences using correct grammar.
- Write meaningful essays and précis and comprehend written English.
- Practice corrects English in speaking and writing.
- Comply even complex English language texts.
- Exhibit sound vocabulary and skills to use English in professional life.
- Avoid common errors usually made by the learners of English as second language.
- Improve their listening and reading skills in English
- Communicate in written and oral English with peers and teachers
- Rely less on their first languages and increase their use of English in formal and informal situations
- Deep understanding of correct English structures in descriptive, narrative, and instructional texts.

**CONTENTS****Course Introduction & Objectives:**

This course provides individualized and small group instruction in basic reading and writing skills. The course focuses on foundational phonics skills, functional vocabulary and comprehension, as well as writing personal information, creating lists and basic computer skills. The course will ensure that candidates will communicate effectively in English language.

**Module-1 Fundamentals of grammar**

Parts of speech and their correct usage. sentence structure and types of sentences, Parts of speech & their correct usage. Sentence Structure and types of sentences.spelling, vocabulary. Listening skills, Speaking skills, Writing skills.

**Module -2 Message Design**

- Process of preparing effective business message.
- The appearance and design of business message
- Good-news and neutral messages.

**Module -3 Strategies for Oral Communication.**

- Strategies for successful speaking and successful listening.
- Strategies for successful informative and persuasive speaking. 18

**Module -4 The Job application Process.**

- The written job presentation
- The job application process-interviews and follow-up.

## TEACHING – LEARNING STRATEGIES

- Lecture based examination
- Presentation/seminars
- Class discussion
- Quizzes

## ASSIGNMENTS – TYPE AND NUMBER WITH CALENDAR

It is continuous assessment. The weightage of Assignments will be 25% before and after mid term assessment. It includes:

- classroom participation,
- attendance, assignments and presentation,
- homework
- attitude and behavior,
- hands-on-activities,
- short tests, quizzes etc.

## ASSESSMENT AND EXAMINATIONS:

Sr. No.	Elements	Weightage	Details
1.	Mid Term Assessment	35%	It takes place at the mid-point of the semester
2.	Formative Assessment	25%	It is continuous assessment. It includes: classroom participation, attendance, assignments and presentation, homework, attitude and behavior, hands-on-activities, short tests, quizzes etc.
3.	Final Assessment	40%	It takes place at the end of the semester. It is mostly in the form of a test, but owing to the nature of the course the teacher may assess their students based on term paper, research proposal development, field work and report writing etc.

## RECOMMENDED TEXT BOOKS/ SUGGESTED READINGS:

1. Howe, D.H, Kirpatrick,TA., & Kirpartrick, D.L. (2004). Oxford English for undergraduates, Karachi: Oxford University Press.
2. I. A. Richards & Christine Gibson, Learning Basic English: A Practical Handbook for English-Speaking People, New York: W. W. Norton & Co. (1945)
3. Basic English: A Protest, Joseph Albert Lauwerys, F. J. Daniels, Robert A. Hall Jr., London: Basic English Foundation, 1966. An answer to Robert A. Hall, Jr.'s criticism
4. Murphy, R. (2003). Grammar in Use.
5. Kakarla, U., et al. (2019). Functional English for Communication, SAGE Publications.
6. Books, C. and H. Gregson (2016). Functional Skills English Level 1 - Study & Test Practice, Coordination Group Publications Limited (CGP).
7. Banks, D. (2019). A Systemic Functional Grammar of English: A Simple Introduction, Routledge.