

Title: Functional English

Code Number: HS2105

Credit Hours: 3 (3+0)

Prerequisites: None

Semester: 1st

Course Objectives

The course will enable students to:

1. Apply enhanced English communication skills through effective use of word choices, grammar and sentence structure.
2. Comprehend a variety of literary/ non-literary written and spoken texts in English.
3. Effectively express information, ideas and opinions in written and spoken English.
4. Recognize inter-cultural variations in the use of English language and to effectively adapt their communication style and content based on diverse cultural and social contexts.

Contents

Unit 1: Foundations of Functional English

1. Vocabulary building (contextual usage, synonyms, antonyms and idiomatic expressions)
2. Communicative grammar (subject-verb-agreement, verb tenses, fragments, run-ons, modifiers, articles, word classes, etc.)
3. Word formation (affixation, compounding, clipping, back formation, etc.).
4. Sentence structure (simple, compound, complex and compound- complex)
5. Sound production and pronunciation.

Unit 2: Comprehension and Analysis

1. Understanding purpose, audience and context.
2. Contextual interpretation (tones, biases, stereotypes, assumptions, inferences, etc.).
3. Reading strategies (skimming, scanning, SQ4R, critical reading, etc.). • Active listening (overcoming listening barriers, focused listening, etc.).
3. Effective Communication:
4. Principles of communication (clarity, coherence, conciseness, courteousness, correctness, etc.).
5. Structuring documents (introduction, body, conclusion and formatting).
6. Inclusivity in communication (gender-neutral language, stereotypes, cross-cultural communication, etc.).
7. Public speaking (overcoming stage fright, voice modulation and body language).
8. Presentation skills (organization content, visual aids and engaging the audience).
9. Informal communication (small talk, networking and conversational skills).
10. Professional writing (business e-mails, memos, reports, formal letters, etc.).

Teaching-Learning Strategies:

As part of the overall learning requirements, students will also be exposed to relevant simulations, role-plays and real-life scenarios and will be required to apply skills acquired throughout the course in the form of a final project. The pedagogical approach to this course relies on face-to-face teaching in a university classroom environment. The lectures are delivered using multimedia support and on white board.

Assignments/Types and Number with calendar:

A minimum of four assignments to be submitted before the written exams for each term.

Assessment and Examinations:

Sr. No.	Elements	Weightage	Details
1.	Midterm Assessment	35%	It takes place at the mid-point of the semester.
2.	Sessional Assessment	25%	It is continuous assessment. It includes: classroom participation, attendance, assignments and presentations, 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 Books:

1. "Understanding and Using English Grammar" by Betty Schramper Azar.
2. "English Grammar in Use" by Raymond Murphy.
3. "The Blue Book of Grammar and Punctuation" by Jane Straus.
4. "English for Specific Purposes: A Learning-Centered Approach" by Tom Hutchinson and Alan Waters.
5. "Cambridge English for Job-hunting" by Colm Downes.
6. "Practical English Usage" by Michael Swan.
7. "Reading Literature and Writing Argument" by Missy James and Alan P. Merickel.
8. "Improving Reading: Strategies, Resources, and Common Core Connections" by Jerry Johns and Susan Lenski.
9. "Comprehension: A Paradigm for Cognition" by Walter Kintsch.
10. "Communication Skills for Business Professionals" by J.P Verma and Meenakshi Raman.