

FUNCTIONAL ENGLISH

Course Code

GENG-101

Credit Hours

3 (3-0)

DESCRIPTION

This course equips students with essential language skills for effective communication in diverse real-world scenarios. It focuses on developing proficiency in English language usage: word choices, grammar, and sentence structure. In addition, the course will enable students to grasp nuanced messages and effectively tailor their communication by applying comprehension and analytical skills in listening and reading. Moreover, the course encompasses a range of practical communication aspects, including professional writing, public speaking, and everyday conversation, ensuring that students are equipped for both academic and professional spheres. An integral part of the course is fostering a deeper understanding of the impact of language on diverse audiences. Students will learn to communicate inclusively and display a solid commitment to cultural awareness in their language use. Additionally, the course will enable them to navigate the globalized world with ease and efficacy, positively impacting their functional interactions.

COURSE LEARNING OUTCOMES

By the end of this course, students will be able 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 intercultural variations in the use of the English language and effectively adapt their communication style and content based on diverse cultural and social contexts.

SYLLABUS

Week 1-5

Foundations of Functional English:

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

Week 6-11**Comprehension and Analysis:**

- Understanding purpose, audience, and context
- Contextual interpretation (tones, biases, stereotypes, assumptions, inferences, etc.)
- Reading strategies (skimming, scanning, SQ4R, critical reading, etc.)
- Active listening (overcoming listening barriers, focused listening, etc.)

Week 12-16**Effective Communication:**

- Principles of communication (clarity, coherence, conciseness, courteousness, correctness, etc.)
- Structuring documents (introduction, body, conclusion, and formatting)
- Inclusivity in communication (gender-neutral language, stereotypes, cross-cultural communication, etc.)
- Public speaking (overcoming stage fright, voice modulation, and body language)
- Presentation skills (organization content, visual aids, and engaging the audience)
- Informal communication (small talk, networking, and conversational skills)
- Professional writing (business e-mails, memos, reports, formal letters, etc.)

PRACTICAL REQUIREMENTS

Students will also be exposed to relevant simulations, role-plays, and real-life scenarios as part of the overall learning requirements. They will be required to apply skills acquired throughout the course as a final project.

SUGGESTED INSTRUCTIONAL / READING MATERIAL

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.