

Programme	Semester 1	Course Code	CC-105	Credit Hours	3
Course Title	Functional English				
Course Introduction					
This course is designed basic understanding of language skills including grammar and comprehension. The course reviews basic knowledge and use of grammar and vocabulary, and encourages independence learning and critical thinking.					
Learning Outcomes					
On the completion of the course, the students will: Be able to communicate and express in proper English.					
Course Content				Assignments/Readings	
Week 1	Introduction to Oral Communication and its Application				
Week 2	Communicating at Work, Communication in Process, Communication in Organization				
Week 3	Oral Presentation and Oral Reports				
Week 4	Presentation: Face to Face Information Gathering, Communicating non verbally, Types of Non-Verbal Communication, Developing good listening habits, Listening Barriers, Active listening Techniques, Oral Communication/Planning Business Communications, Short Talks and Presentation Types of Short Presentation/Modes of Delivering the Speech, Guidelines for presenting the speech, Oral Communication / Delivering Business Presentations.				

Week 5	The Long Presentation & the Purpose of Presentations: Analyzing your audience, Parts of presentations, Verbal Visual supporting Materials, Conducting successful interviews, meetings and conferences, Types of Interviews, Leading Group and holding Successful conferences	
Week 6	Techniques for participation in a meeting, Small group communication and Decision making, Use and values of small groups in effective organization, Basic problem solving procedure.	
Week 7	Employment communication,	
Week 8	Participation and leadership in small groups, Effective group participation, Effective group leadership	
Week 9	Old communication/methods of dictating techniques	
Week 10	Communicating effectively in international business	
Week 11	Non-Verbal communication in international business	
Week 12	Training needs in international business	
Week 13	Criteria for communicating effectively	

Week 14	Communication and telephone	
Week 15	Responsibilities of the interviewee	
Week 16	Responsibilities of the interviewer	
Textbooks and Reading Material		
1. Bailey. S. (2015). Academic Writing: A Handbook for International Students. London and New York: Routledge. 2. Murray, N. (2012). Writing Essays in English Language and Linguistics, Cambridge University Press. 3. Swales, J.& C. Feak. (2012). Academic Writing for Graduate Students: Essential Skills and Tasks. Michigan University Press.		
Teaching Learning Strategies		
1. Lectures 2. Written Assignments 3. Quizzes		
Assignments: Types and Number with Calendar		
1. Quiz 2. Presentation 3. Assignment		