

Course Outline

Programme	ADP Home Economics	Course Code	GENG-101	Credit Hours	3(3+0)
Course Title	Functional English				
Course Introduction					
This course is designed to equip 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 tailor their communication effectively through application of 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 strong commitment to cultural awareness in their language use. Additionally, the course will enable them to navigate the globalized world with ease and efficacy, making a positive impact in their functional interactions.					
Learning Outcomes					
On the completion of the course, the students will: 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.					
Course Content		Assignments/Readings			
Week 1	Course orientation and objectives.	https://youtu.be/MgsekmFwax4?si=8fJxlglnRTdZxVU			
	Introduction & Vocabulary Building (contextual usage, idiomatic expressions)	Functional English Unit 01 Notes Prepared by Cool Education https://www.scribd.com/document/750325537/Functional-English-Unit-01-Notes-Prepared-by-Cool-Education			
	Vocabulary building (synonyms, antonyms)	Functional English Unit 01 Notes Prepared by Cool Education https://www.scribd.com/document/750325537/Functional-English-Unit-01-Notes-Prepared-by-Cool-Education			
Week 2	Communicative grammar subject- verb-agreement	(P/2-5) Blue Book of Grammar and Punctuation by Jane Straus			
	Verb, Tenses	(P/7-35) from Grammar in Use			
	fragments, run-ons, modifiers,	(P/6-13) from book by Jane Straus			
Week 3	articles, word classes	Book by Jane Straus			
	Exercise grammar	(P/7-35) from Grammar in Use			
	Practice grammar	(P76-87) from book by Jane Straus			

Week 4	Word formation (affixation, compounding, clipping, back formation, etc.)	Functional English Unit 01 Notes Prepared by Cool Education https://www.scribd.com/document/750325537/Functional-English-Unit-01-Notes-Prepared-by-Cool-Education
	Sentence structure (simple, compound)	www.sjsu.edu/writingcenter Written by Sarah Andersen Sentence Types and Functions, Spring 2014. 1 of 6
	Sentence structure (complex and compound-complex)	www.sjsu.edu/writingcenter Written by Sarah Andersen Sentence Types and Functions, Spring 2014. 1 of 6 Quiz
Week 5	Structuring documents (introduction, body, conclusion and formatting)	https://www.slideshare.net/slideshow/structuring-and-formatting-for-academic-writing/266388400 https://learningessentials.auckland.ac.nz/writing-effectively/assignment-types/professional-writing/
	Organizing written work	https://subjectguides.york.ac.uk/academic-writing/structure
	Professional writing (business e-mails)	https://www.outranking.io/types-of-professional-writing/
Week 6	Professional writing (memos)	https://www.outranking.io/types-of-professional-writing/
	Professional writing (reports)	https://www.outranking.io/types-of-professional-writing/
	Professional Writing (formal letters)	https://www.outranking.io/types-of-professional-writing/
Week 7	Revision: communicative grammar	b) Blue Book of Grammar and Punctuation by Jane Straus
	Revision: vocabulary building	https://www.scribd.com/document/750325537/Functional-English-Unit-01-Notes-Prepared-by-Cool-Education
	Revision: Professional writing	https://2012books.lardbucket.org/pdfs/writers-handbook/s16-professional-writing.pdf
Week 8	Mid Term Exams	
Week 9	Principles of communication (clarity, coherence, conciseness, courteousness, correctness, etc.)	https://youtu.be/6lRzPEJp7A8?si=RFtGSC3OYLbs6_pK
	Understanding purpose, audience and context	https://www.scribd.com/document/785477207/Document-21
	Recognizing tone, bias, and assumptions in texts	https://www.scribd.com/presentation/697964465/Contextual-Interpretation-complete

Week 10	Inclusivity in communication (gender-neutral language, stereotypes)	https://www.scribd.com/document/722845923/Inclusivity-in-Communication
	Inclusivity in communication (cross-cultural communication, etc.)	https://www.scribd.com/document/722845923/Inclusivity-in-Communication
	Inclusive and Cross-Cultural Communication Gender-neutral and bias-free language	https://www.scribd.com/document/722845923/Inclusivity-in-Communication
Week 11	Public speaking (overcoming stage fright)	https://professional.dce.harvard.edu/blog/10-tips-for-improving-your-public-speaking-skills/
	Public speaking (voice modulation and body language)	https://professional.dce.harvard.edu/blog/10-tips-for-improving-your-public-speaking-skills/
	Public speaking: kinds and flaws Understanding cultural sensitivity in communication Avoiding stereotypes in speech and writing	https://professional.dce.harvard.edu/blog/10-tips-for-improving-your-public-speaking-skills/
Week 12	Presentation skills (organization content, visual aids and engaging the audience)	https://www.scribd.com/document/771778116/3rd-semester- Presentation-skills
	visual aids and engaging the audience	https://www.scribd.com/document/771778116/3rd-semester- Presentation-skills
	Informal communication (small talk, networking and conversational skills)	https://www.scribd.com/document/704942820/informal-communication
Week 13	Sound production and pronunciation (Mechanism of sound production, articulation)	https://youtu.be/MgsekmFwax4?si=8fJxlglnRTdZxVU https://www.scribd.com/presentation/811034201/Sound-Production-and-Pronunciation
	Articulation, Pronunciation	HYPERLINK "https://www.scribd.com/presentation/811034201/Sound-Production- and-Pronunciation" https://www.scribd.com/presentation/811034201/Sound-Production- and-Pronunciation
	Role of accent and dialect, Improving sound production and communication	https://www.scribd.com/presentation/811034201/Sound-Production-and-Pronunciation

Week 14	Reading strategies (skimming, scanning)	https://www.scribd.com/document/809444178/0-1-Reading-strategies-skimming-scanning-sq4r-critical-reading
	Reading strategies (SQ4R, critical reading, etc.)	https://www.scribd.com/document/809444178/0-1-Reading-strategies-skimming-scanning-sq4r-critical-reading
	Practice Reading strategies (Exercise)	HYPERLINK "https://www.scribd.com/document/809444178/0-1-Reading-strategies-skimming-scanning-sq4r-critical-reading" https://www.scribd.com/document/809444178/0-1-Reading-strategies-skimming-scanning-sq4r-critical-reading
Week 15	Active listening (overcoming listening barriers, focused listening, etc.)	https://www.scribd.com/presentation/710381822/Active-Listening-Functional-English
	Contextual interpretation (tones, biases, stereotypes, assumptions, inferences, etc.)	https://www.scribd.com/document/804924050/Contextual-Interpretation-Assignment
	Practice active listening (Exercise)	https://www.scribd.com/presentation/710381822/Active-Listening-Functional-English
Week 16	Revision: Reading Strategies, Active listening	https://www.scribd.com/document/809444178/0-1-Reading-strategies-skimming-scanning-sq4r-critical-reading
	Revision: Publications speaking, Presentation skills	https://professional.dce.harvard.edu/blog/10-tips-for-improving-your-public-speaking-skills/
	Revision: Sound production and pronunciation	https://www.scribd.com/presentation/811034201/Sound-Production-and-Pronunciation
Week 17	Final Term Exams	

Textbooks and 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.

Teaching Learning Strategies

Lecture-based learning through lectures and presentations. Technology-based learning -use of Multimedia etc.
Group learning through group assignments and discussion.

Assignments: Types and Number with Calendar

Quiz (Week 4): Sentence structure
Assignment 1 (week 12): Presentation Skills