IV. Functional English

Course Code: GENG-101
Credit Hours: 3 (3-0)
Semester: I
Discipline: General Education
Category: General Education
Course Title: Functional English

Course Introduction

This course is designed to equip students with essential English language skills for effective communication in academic, professional and everyday contexts. It focuses on vocabulary, grammar, sentence structure, reading comprehension, listening, writing and oral communication.

The course also develops students' ability to understand and communicate effectively with diverse audiences. Particular emphasis is placed on professional writing, public speaking, presentation skills, interpersonal communication and culturally appropriate use of English.

Learning Outcomes

On completion of the course, students will be able to:

1. Apply appropriate vocabulary, grammar and sentence structures in English communication.
2. Comprehend a variety of written and spoken texts.
3. Express information, ideas and opinions effectively in written and spoken English.
4. Apply appropriate reading and listening strategies.
5. Demonstrate effective presentation and public-speaking skills.
6. Adapt communication according to different cultural and social contexts.

Course Content / Assignments / Readings

Week	Course Content	Assignments / Activities
1	Unit-I: Foundations of Functional English 1.1 Vocabulary building 1.2 Contextual usage 1.3 Synonyms and antonyms 1.4 Idiomatic expressions	Vocabulary-building exercise
2–3	Unit-II: Communicative Grammar 2.1 Subject-verb agreement 2.2 Verb tenses 2.3 Sentence fragments and run-on sentences 2.4 Modifiers 2.5 Articles 2.6 Word classes	Grammar exercises
4	Unit-III: Word Formation 3.1 Affixation 3.2 Compounding 3.3 Clipping 3.4 Backformation	Word formation exercise
5	Unit-IV: Sentence Structure 4.1 Simple sentences 4.2 Compound sentences 4.3 Complex sentences 4.4 Compound-complex sentences	Sentence construction exercise

Week	Course Content	Assignments / Activities
6	Unit-V: Sound Production and Pronunciation 5.1 Sound production 5.2 Pronunciation 5.3 Listening and pronunciation practice	Pronunciation practice
7–8	Unit-VI: Comprehension and Analysis 6.1 Purpose, audience and context 6.2 Contextual interpretation 6.3 Tone, bias and stereotypes 6.4 Assumptions and inferences	Reading comprehension exercise
9	Mid-Term Examination	Mid-Term Assessment
10	Unit-VII: Effective Communication 7.1 Principles of communication 7.2 Clarity 7.3 Coherence 7.4 Conciseness 7.5 Courtesy and correctness 7.6 Barriers to communication	Communication exercise
11	Unit-VIII: Structuring Documents 8.1 Introduction, body and conclusion 8.2 Document organization 8.3 Formatting	Document-writing exercise
12	Unit-IX: Inclusive Communication 9.1 Gender-neutral language 9.2 Stereotypes in communication 9.3 Cross-cultural communication	Inclusive communication exercise
13	Unit-X: Public Speaking 10.1 Overcoming stage fright 10.2 Voice modulation 10.3 Body language 10.4 Verbal and non-verbal communication	Speaking exercise
14	Unit-XI: Presentation Skills 11.1 Organization of content 11.2 Visual aids 11.3 Audience engagement	Student presentation
15	Unit-XII: Informal Communication 12.1 Small talk 12.2 Networking 12.3 Conversational skills	Communication practice
16–17	Unit-XIII: Professional Writing 13.1 Business emails	Formal writing assignment

Week	Course Content	Assignments / Activities
	13.2 Memos 13.3 Reports 13.4 Formal letters	
18	Final Term Examination	Final Assessment

Textbooks and Reading Material

1. Azar, B. S. *Understanding and Using English Grammar*.
2. Murphy, R. *English Grammar in Use*.
3. Straus, J. *The Blue Book of Grammar and Punctuation*.
4. Hutchinson, T., & Waters, A. *English for Specific Purposes: A Learning-Centred Approach*.
5. Downes, C. *Cambridge English for Job-Hunting*.
6. Swan, M. *Practical English Usage*.
7. James, M., & Merickel, A. P. *Reading Literature and Writing Argument*.
8. Johns, J., & Lenski, S. *Improving Reading: Strategies, Resources, and Common Core Connections*.
9. Kintsch, W. *Comprehension: A Paradigm for Cognition*.
10. Verma, J. P., & Raman, M. *Communication Skills for Business Professionals*.

Teaching Learning Strategies

1. Communicative language teaching
2. Interactive lectures
3. Guided language practice
4. Group discussions
5. Presentations
6. Individual and group assignments
7. Listening and speaking exercises

Assignments: Types and Number with Calendar

Assignment / Activity	Timing	Type
Vocabulary and Grammar Exercises	Weeks 1–3	Individual
Reading Comprehension Exercise	Weeks 7–8	Individual
Communication Skills Exercise	Week 10	Individual
Professional Writing Assignment	Weeks 11–12	Individual
Presentation	Weeks 13–14	Individual
Formal Letter and Email Writing	Weeks 16–17	Individual