Course Title	**Functional English**		
Course Code	**GENG-101**		
Credit Hours	3 (3,0)		
Category	General Education		
Prerequisite	None		
Co-Requisite	None		
Follow Up	Expository Writing		
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.		
Course Learning Outcomes (CLOs)	At the end of the course, the students will be able to:	**BT**	**PLO**
	CLO1: Apply enhanced English communication skills through effective use of word choices, grammar, and sentence structure	C4 (Apply)	1,6,7,10
	CL2: Comprehend a variety of literary / non-literary written and spoken texts in English.	C2 (Understand)	1,6,7,10
	CLO3: Effectively express information, ideas and opinions in written and spoken English	C2 (Explain)	1,6,7,10
	CLO4: 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.	C4 (Identify)	1,6,7,10
Text Book(s)	1. "The Blue Book of Grammar and Punctuation" by Jane Straus. 2. "Practical English Usage" by Michael Swan 3. "Business Communication Today" by Courtland L.Bovee		
Reference Material	1. "Understanding and Using English Grammar" by Betty Schrampfer Azar. 2. "English Grammar in Use" by Raymond Murphy. 3. "English for Specific Purposes: A Learning-Centered Approach" by Tom Hutchinson and Alan Waters. 4. "Cambridge English for Job-hunting" by Colm Downes. 5. "Reading Literature and Writing Argument" by Missy James and Alan P. Merickel. 6. "Improving Reading: Strategies, Resources, and Common Core Connections" by Jerry Johns and Susan Lenski. 7. "Comprehension: A Paradigm for Cognition" by Walter Kintsch. 8. "Communication Skills for Business Professionals" by J.P. Verma and Meenakshi Raman.		

Weekly Lesson Plan

Week No.	Course Content	Assignments/Readings
Week 1	Vocabulary building (contextual usage, synonyms, antonyms and idiomatic expressions)	Langan: Chapter 23,26,27,28
Week 2	Subject-verb-agreement, Verb tenses	Langan: Chapter 23,26,27,28

Week 3	Fragments, Run-ons, Modifiers	Langan: Chapter 24,25,32,33 Quiz 1
Week 4	Articles	Murphy: Chapter 69-81
Week 5	Word classes	Swan: Grammar section 1-28
Week 6	Word formation (affixation, compounding, clipping, back formation, etc).	Swan: Chapter 30 Quiz 2
Week 7	Sentence structure (simple, compound, complex and compound-complex), Sound production and pronunciation.	Swan: Chapter 27
Week 8	Comprehension and Analysis: Understanding purpose, audience and context, Contextual interpretation (tones, biases, stereotypes, assumptions, inferences, etc.)	Zoe L. Albright &Langan: Part 7 Quiz 3
Week 9	Reading strategies (skimming, scanning, SQ4R, critical reading, etc.), Active listening (overcoming listening barriers, focused listening, etc.)	Bovee: Chapter 2
Week 10	Effective Communication: Principles of communication (clarity, coherence, conciseness, courteousness, correctness, etc.)	Quiz 4
Week 11	Structuring documents (introduction, body, conclusion and formatting), Inclusivity in communication (gender-neutral language, stereotypes, cross-cultural communication, etc.	Bovee: Chapter 3
Week 12	Public speaking (overcoming stage fright, voice modulation and body language)	Swan: Chapter 27 Quiz 5
Week 13	Presentation skills (organization content, visual aids and engaging the audience)	Bovee: Chapter 16
Week 14	Presentation skills (structured and free-form slides, linear and non-linear presentations)	Bovee: Chapter 17 Presentation
Week 15	Professional writing (business e-mails, memos, business letter)	Bovee: Appendix-A
Week 16	Professional writing (Reports and proposals)	Bovee: Chapter 13,14,15 Assignment