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| **Title** | **Functional English** | | |
| **Code** | **GENG-101** | | |
| **Credit Hours** | 3 (3,0) | | |
| **Category** | General Education | | |
| **Prerequisite** | None | | |
| **Co-Requisite** | None | | |
| **Follow-up** | GE-191 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 by effectively expressing information, ideas, and opinions in written and spoken forms through appropriate word choices, grammar, and sentence structure. | C3 (Apply) | 1,6,7,10 |
| | **CLO2:** Comprehend a variety of literary / non-literary written and spoken texts in English. | C2 (Understand) | 1,6,7,10 |
| | **CLO3:** Analyze inter-cultural variations in the use of the English language to determine how communication style and content should be adapted for diverse cultural and social contexts. | C4 (Analyze) | 1,6,7,10 |
| **Course Contents / Syllabus** | **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. **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.). **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.) | | |

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| **Suggested Instructional / Reading Material** | 1. "Understanding and Using English Grammar" by Betty Schrampfer Azar.<br>2. "English Grammar in Use" by Raymond Murphy.<br>3. "The Blue Book of Grammar and Punctuation" by Jane Straus.<br>4. "English for Specific Purposes: A Learning-Centered Approach" by Tom Hutchinson and Alan Waters.<br>5. "Cambridge English for Job-hunting" by Colm Downes.<br>6. "Practical English Usage" by Michael Swan.<br>7. "Reading Literature and Writing Argument" by Missy James and Alan P. Merickel.<br>8. "Improving Reading: Strategies, Resources, and Common Core Connections" by Jerry Johns and Susan Lenski.<br>9. "Comprehension: A Paradigm for Cognition" by Walter Kintsch.<br>10. "Communication Skills for Business Professionals" by J.P. Verma and Meenakshi Raman. |