Functional English

Course Code	Credit Hours
HU-114	3-0

Course Description

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 the 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.

Text Book:

1. Understanding and Using English Grammar" by Betty Stampfer 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.

   file:///C:/Users/HP/Downloads/Reading%20Literature%20and%20Writing%20Argument.pdf
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.

Reference Book: -

Prerequisites Nil

ASSESSMENT SYSTEM FOR THEORY

	Without Project (%)	With Project/Complex Engineering Problems (%)
Quizzes	15	10-15
Assignments	10	5-10
Mid Terms	25	25
Project	-	5-10
End Semester Exam	50	45-50

ASSESSMENT SYSTEM FOR LAB

Lab Work/ Psychomotor Assessment/ Lab Reports	70%
Lab Project/ Open Ended Lab Report/ Assignment/ Quiz	10%
Final Assessment/ Viva	20%

Teaching Plan

Week No	Topics/Learning Outcomes
1	**Foundations of Functional English:** Vocabulary building (contextual usage, synonyms, antonyms and idiomatic expressions)
2	Communicative grammar (subject-verb-agreement, verb tenses, fragments, run-ons, modifiers, articles, word classes, etc.) Sentence structure
3	Word formation (affixation, compounding, clipping, back formation, etc.) Sentence structure (simple, compound, complex and compound-complex)
4	Sound production and pronunciation
5	**Comprehension and Analysis:**

	Understanding purpose, audience and context. Contextual interpretation (tones, biases, stereotypes, assumptions, inferences, etc.)
6	Reading strategies (skimming, scanning, SQ4R, critical reading, etc.)
7	Active listening (overcoming listening barriers, focused listening, etc.)
8	**Mid Semester Examination**
9	**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.).
10	Public speaking (overcoming stage fright, voice modulation and body language).
11	Public Speaking Activity
12	Public Speaking Activity
13	Presentation skills (organization content, visual aids and engaging the audience). Informal communication (small talk, networking and conversational skills).
14	Professional writing (business e-mails, memos, reports, formal letters, etc.)
15	Professional writing (business e-mails, memos, reports, formal letters, etc.).
16	Final Presentations
17	Final Presentations
18	**End Semester Examination**

Practical. Nil