

Course Title: Functional English

Course Type: General

Credit Hours: 03

Level: BS 1st

Course Code: ENG 311

Course Description

This course is designed to equip students with essential 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 efficacy, making a positive impact in their functional interactions.

Course Learning Outcomes

By the end of the course, students will be able to:

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 Contents

1. 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.

2. Comprehension and Analysis

- Understanding purpose, audience and context
- Contextual interpretations (tones, biases, stereotypes, assumptions, inferences, etc.)
- Reading strategies (skimming, scanning, SQ4R, critical reading etc.)
- Active listening (overcoming listening barriers, focused listening, etc.)

3. Effective Communication

- Principles of communication (clarity, coherence, conciseness, courteousness, correctness, etc.)
- Structuring documents (introduction, body, conclusion, formatting)
- Inclusively 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.)

Suggested Practical Activities (Optional)

As part of the overall learning requirements, students will also be exposed to relevant simulations, role-plays, and real-life scenarios and will be required to apply skills acquired throughout the course in the form of the final project.

Suggested Instructional/Reading Materials

1. Understanding and using English Grammar by Betty Schramper Azar
2. English 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 Hutchinsin and Alan Waters
5. Cambridge English for Job-hunting by Calm Downes

6. Practical English Use by Micheal Swan

7. Reading Literature and Writing Argument by Missay James and Alan P Merickel

8. Improving Reading: Strategies, Resources, and Common Core Connections by Jerry Jones and Susan Lenski

9. Comprehension: A Paradigm for Cognition by Walter Kintsch

Communication Skills for Business Professionals by J.P. Verma and Meenakshi Raman