



**MEHRAN UNIVERSITY OF ENGINEERING & TECHNOLOGY, JAMSHORO**  
**CENTRE OF ENGLISH LANGUAGE & LINGUISTICS (CELL)**  
**B.Sc. Engineering Technology (English Course)**

**Title of Subject:** Functional English (Th)  
**Code :** ENG-102  
**Discipline :** 1<sup>st</sup> & 2<sup>nd</sup> Semester  
**Program :** B.Sc. Engineering Technology Programs  
**Effective :** 24- Batch and onwards  
**Assessment :** 10% Sessional, 40% Written Semester Examination (15% Mid, 25% Final)  
**Marks :** 50 + 00  
**Credit Hours :** 02 + 00  
**Minimum Contact Hours:** 30 + 00

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**Course Learning Outcomes:**

After completion of the “Functional English” course, each student will be able to:

CLO No.	Description	Taxonomy Level	Linking to PLOs
CLO-1	Apply strategies to demonstrate skills and processes of effective reading and listening in the academic domain	C6	PLO-10
CLO-2	Demonstrate effective listening and speaking skills in conversations, group discussions, and presentations	C3	PLO-2
CLO-3	Develop various genres of writing for a variety of purposes and audiences following the process of writing conforming to the standards of good writing	C5	PLO-12

**Course Contents:**

**Writing and Grammar:** Writing process, proof reading (grammar, spellings and punctuation), writing principles and characteristics, effective writing and academic writing standards, writing style, plagiarism, use of AI tools for writing and ethical use of AI, expository writing, paragraphs, summaries, essays, emails, short report

**Reading:** Skimming, scanning and detailed reading, diagram graphs or illustrations reading, and comprehension skills, reading strategies, critical reading

**Speaking:** Introducing oneself, sharing personal perspectives, long discussion, argue, explaining one’s point of view, turn taking techniques, conversational techniques, interview basic question, informative/expository presentation

**Listening:** listening for main ideas and details, predicting content, dealing with distractions, and using context clues to understand what they hear, listening to paraphrase, active and passive listening, monologue, listening academic discussion, listen to respond, argue and understand, lectures, speech and conversation.

**Recommended Books (Latest Edition)**

1. Pauline Cullen, *Cambridge Vocabulary for IELTS*, Cambridge University Press
2. Michael McCarthy & Felicity O’Dell, *English Vocabulary in Use*, Cambridge University Press

3. Woolard, G. C. *Key words for fluency*. Heinle & Heinle.
4. *Academic Listening Encounters: Human Behaviour*, Cambridge University Press
5. Lynch, *Study Listening*, Cambridge University Press
6. Kenneth J Pakenham, *Making Connections: A Strategic Approach to Academic Reading*, Cambridge University Press
7. Glendining & Holmstrom, *Study Reading*, Cambridge University Press
8. John Langan *College Writing Skills*, Irwin McGraw Hill
9. Edmond H Weiss *The Elements of International Style: A Guide to Writing Correspondence, Reports, Technical Documents, and Internet Pages for a Global Audience*, Prentice Hall, India
10. Hamp-Lyon, L., &Heasley, B. “*Study Writing: A Course in Writing Skills for Academic Purposes*”, Cambridge
11. Leki, I., “*Academic Writing: Exploring Processes and Strategies*”, Cambridge
12. Arlov, P., “*Wordsmith: A Guide to College Writing*”,
13. Prentice HallMattix-Dietsch, B., “*Reasoning &Writing Well: A Rhetoric, Research Guide, and Handbook*”, McGraw-Hill
14. Thomson A. J. and Mrtenet A. V. “*A Practical English Grammar*”, OUP
15. Sarwar Zakia, “*English Study Skills*”, A Spelt Publication

### **Approval**

Board of Studies, CELL	Res. No.12.1	Dated: 20.11.2023
Board of Faculty (FoST&H)	Res. No. 8.1	Dated: 30.11.2023
Academic Council	Res. No.	Dated: