

Title of Subject: **Functional English (Th)**
Code : ENG101
Discipline : 1st & 2nd Semester
Effective : 21 - Batch and onwards
Assessment : 20% Sessional, 80% Written Semester Examination (20% Mid, 60% Final)
Credit Hours : 03 + 00 **Marks: 100 + 00**
Minimum Contact Hours: 45 + 00

Course learning outcomes:

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

CLO No.	Description	Taxonomy	Linking to PLOs
CLO-1	Write varied contents including official letters, e-mails, and applications and summarize the texts using appropriate grammatical mechanisms and cohesive devices.	C6	PLO-10
CLO-2	Apply skimming, scanning and detailed reading and listening	C3	PLO-02
CLO-3	Debate and reflect their point of view, show arguments and	C5	PLO-12

Contents:

Reading: Interactive Reading, Apply the skills of surveying, skimming, scanning and detailed reading and identify topic sentence.

Writing: Audience related writing, composition of sentences, paragraphs, short descriptive writing, précis and letter and application, identify contextual clues with the help of cohesive devices.

Listening: Collect gist and important points from listening text or any other oral source viz. lecture, speech or conversation.

Speaking: Taking part in different real-life situations, answer question, argue and explain one’s point of view, ask for information, turn taking techniques and presentation skills.

Grammar: Mechanics of English language, punctuation, conservation words, tenses and sentence structure.

Vocabulary: Matching vocabulary items with their corresponding definitions, identification odds items out of a list of vocabulary items, classification of vocabulary items in lexical sets.

Recommended Books

- Selected text from Dawn, Readers Digest, New Scientist and other relevant material of teacher’s choice.
- Thomson A. J. and Mrtenet A. V. “A Practical English Grammar”, 3rdEdn., OUP, latest edition.
- Sarwar Zakia, “English Study Skills”, A Spelt Publication Karachi 1991.
- R. R. Jordon, “ Collins Study Skills in English”, William Collins Sons and Co. GlasgowGreat Britain 1980.
- Jones Rhodri, “A New English Course (An Approach to GCSE English Language for Individual Study or Class Use), 1986.
- K James et al, “Listening Comprehension and Note-Taking Cours” in Collins Study Skills in English, 1986.

Approval:

Board of Studies, ELDC
Board of Faculty (FoST&H) (1st/2017)
Academic Council

Res. No.1

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