

Fourth Semester
Functional English
Course Code: 24BA2EC2

Course Title: Functional English	Course Code: 24BA2EC2
Total Contact Hours: 30	No. of Credits: 02
L:T:P	2
Internal Assessment Marks: 10	Duration of SEE: 90 Minutes
Semester End Exam Marks: 40	

Unit	Description	Hours
1	<p>Introduction of Functional English</p> <p>1) Meaning, definition of Functional English</p> <p>2) Objectives and Importance of Functional English</p> <p>3) Kinds of Functional English</p> <p>4) Nature of Functional English</p>	8
2	<p>Writing Skills</p> <p>1) Vocabulary building: Synonyms, Antonyms and Idiomatic expressions</p> <p>2) Communicative Grammar: Tenses, Subject-Verb-Agreement, fragments, Run-ons, Modifiers, Articles, Prepositions</p> <p>3) Word formation (affixation, compounding, clipping, back formation, etc.)</p> <p>4) Professional writing (business e-mails, memos, reports, formal letters, etc.</p>	8
3	<p>Comprehension Understanding</p> <p>1) Understanding purpose, audience and context</p> <p>2) Contextual interpretation (tones, biases, stereotypes, assumptions, inferences, etc.)</p> <p>3) Reading strategies (skimming, scanning, SQ4R, critical reading, etc.)</p> <p>4) Active listening (overcoming listening barriers, focused listening, etc.)</p>	8
4	<p>Speaking Skills</p> <p>1) Principles of communication (clarity, coherence, conciseness, courteousness, correctness, etc.)</p> <p>2) Public speaking (overcoming stage fright, voice modulation and body language)</p> <p>3) Presentation skills (organization content, visual aids and engaging the audience)</p> <p>4) Informal communication (small talk, networking and conversational skills)</p>	6
	<p>Reference Books</p> <p>1. Understanding and Using English Grammar” by Betty Schramper Azar.</p> <p>2. “English Grammar in Use” by Raymond Murphy.</p> <p>3. “The Blue Book of Grammar and Punctuation” by Jane Straus.</p> <p>4. “English for Specific Purposes: A Learning-Centered Approach” by Tom Hutchinson and Alan Waters.</p>	