

## English - I (Functional English)

### Pre-requisite(s)

None

### Recommended Book(s)

P. C. Wren & H. Martin "High School English Grammar & Composition"

### Reference Book(s)

Colin W. Davis & Andrew J. Watts New Expressway For English 1 (New Edition)  
Hert A. Murphy & Herbert William Hildebrandt. Effective Business Communications  
Diana Hacker. A Writer's Reference  
Sadat Ali Shah. Exploring The World Of English  
A. J. Thomson and A. V. Martinet. Practical English Grammar

## COURSE OBJECTIVES

The importance of English language cannot be denied. It enriches our thought and culture and provides us with the most important international vehicle of expression. It has opened for us several doors of knowledge for it is the lingua franca of the world and also the language of science, technology, commerce and diplomacy. The main objective of this course is to enhance English language skills of the students and develop their critical thinking.

## COURSE LEARNING OUTCOMES (CLO)

1. **CLO: 1.** Public speaking, Body Language and introduction to power point presentations.
2. **CLO: 2.** Classroom etiquettes, teacher's expectations and respecting the opposite gender.
3. **CLO: 3.** Grammar. ( correct English grammars for students of ESL and errors in Pakistani English)
4. **CLO: 4** Organizing your writing and sensory perception in descriptive writing.
5. **CLO: 5.** Technical Writing

## COURSE CONTENTS

### Public Speaking

- Confidence Building.
- Body language and eye contact.

### The Art of Creating a Power Point Presentation .

- Rules.
- Audience.

### Interacting with the Opposite Gender

- Teamwork and respecting the opposite gender and understanding their personal space.
- Ice breaking exercises.

### Classroom Etiquettes and Teachers' Expectations

- Importance of formal decorum.
- Meeting the teacher's expectations .

### **Articles:**

- Indefinite and Definite
- Exercises.

### **Prepositions.**

- Location, direction and time.
- Exercises

### **Homophones:**

- “THAN vs THEN”
- “THEIR vs THEY’RE vs THEIR’
- Exercises.

### **Punctuation**

- Rules and Practice on the use of punctuation marks
- Exercises

### **Tenses in English Grammar**

- Types of Tenses
- Rules
- Exercises

### **Formal Letter Writing**

- Various formats used for writing letters in formal capacity
- BUSINESS LETTER, APPLICATION, STATEMENT OF PROPOSAL AND COVER LETTER.

### **Summary writing**

- Students learn to write technically and concise.

### **Organizing and planning your writing**

- Mind map
- Outline

### **Sensory Perception in writing.**

- Using your five senses in writing descriptions.
- Descriptive essay writing.

### **Critical thinking:**

- Thinking out of the box and critical analysis.
- Using video, “Instruction Manual for Life” by Theramin Trees.

### **Final term project:**

- Group project , based on a short film made by the group to assess their :
  1. Teamwork
  2. Time management
  3. Body language.

