

HS-111 Functional English

Reading: Reading skills importance & strategies. Reading strategies: Previewing (Worksheets)

Reading practice through variety of reading texts and comprehension exercises: Study Reading: Study Text. Reading Strategies: Skimming & Scanning. Summarizing: Evaluation. Vocabulary. Interference. Precis

Listening: Types of listening; active, content, critical, selective. Problems in listening and coping strategies. Listening skills and sub skills

Note Taking: Techniques for taking notes from lectures, from books (Lecture). Note taking in different forms paragraphs, points, figures, processes, tables, graphs etc (Worksheets)

Vocabulary Development: Tips/strategies in vocabulary enhancement (Lecture + Worksheets). Practice in vocabulary development (Referred Book: English Vocabulary in Use by Michael McCarthy and Felicity O' Dell). Inferring meaning from context (Worksheets). Word formation (Worksheets). Idiomatic expressions (Worksheets)

Writing: Process of Writing and Informal Writing strategies (Lecture). Writing correctly: sentence structure and punctuation, error correction (Classroom activity)

Paragraphs: Structure and types (Lecture). Topic and the topic sentence (Lecture + Worksheets). Unity, adequate development and coherence in paragraphs (Worksheets)

Essays: Types of essays: narrative, descriptive, argumentative (Lecture). Structure of essays: thesis statement and the paragraphs (Lecture + Written Assignments)

Short Reports: Structure and format (Lecture). Informational and analytical reports (Lecture + Written Assignments)

Letters: Style, formatting (digital letter writing), organization and structure of the letter (Lecture). Types of letters: routine requests and intimation, invitation, thank you and condolence letters etc. (Lecture + Classroom Activity + Written Assignments)

Recommended book(s)

Text Books:

1. Android Doff and Christopher Jones, Language in Use Split Edition Pre-intermediate Classroom book B, 0th Edition, Cambridge University Press, 1991

Reference Books:

1. Android Doff and Christopher Jones, Language in Use: Pre-Intermediate Classroom Book, Cambridge University Press, 1994
2. Pualin Cullen, Cambridge Vocabulary for IELTS Book with Answers and Audio, 1st Edition, Cambridge English, 2008
3. Study Listening by Lynch