



Functional English

SS150

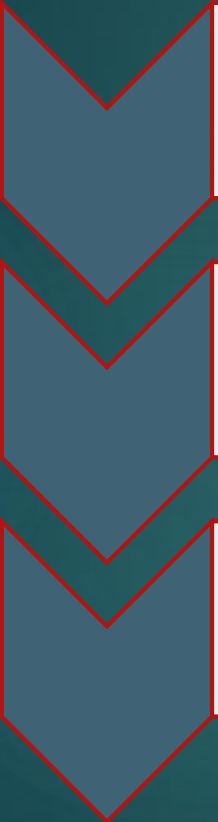
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COURSE IN CHARGE:

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Outcomes:

- 
- Demonstrate effective academic writing style
 - Plan ideas and build effective essay outlines.
 - Construct academic essays on variety of topics.

Couse Contents:

- ▶ What is Formal Writing
- ▶ Phrases, Clauses, and Their types
- ▶ Subordinating and Coordinating Conjunctions
- ▶ Sentential Errors
- ▶ Academic Essay Writing Process
- ▶ Different Types of Essays:
 - Compare and Contrast
 - Persuasive
 - Problem Solution

Scope of the course:

- ▶ Presentation Skills
- ▶ TBW
- ▶ Reports
- ▶ Thesis
- ▶ Research

Weeks to Remember

- ▶ Week 06: Midterm 1 (15 wtg)
- ▶ Week 12: Midterm 2 (15 wtg)
- ▶ Week 16: Revision
- ▶ Week 17: Final Exam (50 wtg)

Note: Every activity is marked: quizzes (5), assignments (5), exercises (5), final project (5). Many of them will be unannounced.

Things to Remember:

- ▶ Be presentable
- ▶ Punctuality-Attendance
- ▶ Get the Manual-Exercises
- ▶ No break rule
- ▶ Join the GCR
- ▶ GCR Code
- ▶ Rules for email writing

Note: at times, you may find things easy



WEEK # 1

Characteristics of Formal Writing

Formal Writing (FW)

- ▶ Formal writing is used in academics, business and professional document, research, and other formal documents.
- ▶ It is different from speech or spoken language
- ▶ Formal writing has certain characteristic features that must be followed strictly.

Features of FW

- ▶ Well-Planned:
- ▶ Syntactic Complexity:
- ▶ Standard Grammar:
- ▶ Formal Vocabulary:
- ▶ Well-Organized:
- ▶ Use of Punctuations:
- ▶ Delayed Feedback:
- ▶ No Short Forms:
- ▶ Impersonal Language:
- ▶ Learnt Craft:

Exercise 1: Re-write them by making them impersonal

- ▶ **We** should invest more money in education.
- ▶ If **we** banned the use of petrol as a fuel for cars, and **we** encouraged people to buy electric cars, this would help protect the environment.
- ▶ **I** cannot understand why this decision was taken.
- ▶ **We** expect the train strike will begin tomorrow
- ▶ **My** experiment proves the hypothesis.
- ▶ **I** think that the minister will resign.
- ▶ **I** suggest that the new model must be tried.
- ▶ **We** should learn more languages as it improves **our** decision making skills.

Exercise 2: Re-write the sentences using full forms

- ▶ He **can't** guarantee that the defendant will appear because the defendant **hasn't** called him in several days.
- ▶ **It's** a long way from Tipperary.
- ▶ **They're** coming into town tomorrow.
- ▶ The outcomes of the study **haven't** been documented yet.
- ▶ I discovered that I **didn't** tremble anymore when I had to speak publicly.
- ▶ The character **isn't** aware that **he's** surrounded by people he **can't** trust.
- ▶ Two-thirds of the eighth grade students **can't** read at grade level.

Activity:

- ▶ Here's a paragraph that uses personal pronouns and contractions. rewrite the paragraph to eliminate these elements:

"Hey there! I wanted to tell **you** about this awesome new app **I've** found. **It's** called 'DiscoverEZ,' and **it's** all about making **your** life easier. **You** can download it on **your** phone and **it'll** help **you** with everything, from managing **your** schedule to keeping track of **your** tasks. It even sends **you** reminders so **you don't** forget important stuff. **I've** been using it for a week now, and **I can't** imagine going back to **my** old ways. **I'm** sure **you'll** love it too once **you** give it a try!"

Written Language

- ▶ Written language is grammatically accurate, and so it is rule-governed. For this reason, it must be studied scientifically.
- ▶ Writing can be divided into:
 - ✓ Sentences
 - ✓ Paragraphs
 - ✓ Specific genres

Sentence

- ▶ a group of words which makes complete sense
- ▶ For examples,
 - ✓ Carbon dioxide in the air has increased a lot.
 - ✓ Around the Earth, there is a special type of Oxygen called “Ozone”.
 - ✓ Rock music has continued to change and develop.

Sentence Types

- ▶ Declarative Sentence:
 - ▶ The hat only cost me \$15.
 - ▶ I don't really want to be here.
- ▶ Interrogative Sentence:
 - ▶ What will happen in December 2012?
 - ▶ Did you have a class yesterday?
- ▶ Imperative Sentence:
 - ▶ Give me a marker
 - ▶ Switch it off
- ▶ Exclamatory Sentence:
 - ▶ What a wonderful idea!
 - ▶ Get out!

Exercise 3:

- ▶ **Write W (Well-formed) for sentences which make complete sense and I (Ill-formed) for those which do not.**

1. The bird flew from the nest.
2. While driving my car under the beautiful starry sky.
3. If new satellites are not sent into space to orbit the Earth.
4. Have they said anything to you about next week's meeting?
5. The organization helps to maintain and restore the most important places of our history.
6. Learning by heart, trying to understand the rule, and remembering some example sentences.
7. For these reasons, countries around the world united to form.
8. An international team has discovered the bones of two new species of dinosaurs in the Atlas Mountains, Morocco.

Thank you 😊