A background image showing a classroom setting with students seated at a wooden table. One student in the foreground is writing in a notebook. The image is partially covered by a diagonal white and light gray overlay on the right side.

ENGLISH 1 THEORY

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ORIENTATION CLASS

Week 1 Lecture 1

Introduction Of the Resource Person:

Ms. Sabeen Amjad

M.Phil. Applied Linguistics

NED University of Engineering and Technology Karachi, Pakistan

- **16 Years** of Teaching, Planning, Training, and Management Experience in the Educational Field.

Organization:

1. Beaconhouse School System



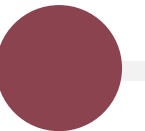
Garrison Junior Academy

2. NED, SZABIST, IQRA University, Karachi

Visiting Lecturer

Designation

Teachers Trainer/ Section Manager



Approach me

✉ sabeen.amjad@nu.edu.pk

👤 **SABEEN AMJAD**

Office: EE Building-1st floor-H&S New faculty
rooms.





GOOGLE CLASSROOM
Functional English Theory 2023

Class code:

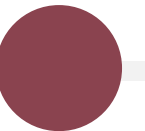
Reference Books and Resources

1. College Writing Skills by John Langan, McGraw Hill.
2. English Vocabulary in use by Michael McCarthy, Cambridge University Press.
3. Oxford Practice Grammar by John Eastwood, Oxford University Press.

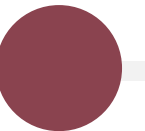
**Handout Available at
Imtiaz Photostat**



**WHAT
DO
YOU
EXPECT**



Is English language efficiency necessary in your field.
Why, why not?



Course Content Fall- 2023

Weeks	Contents/Topics	CLOs
1	Orientation Class. Characteristics of Formal Writing	1
2	Phrases, Clause Types	1
3	Subordinating and Coordinating Conjunctions	1
4	Common Sentential Errors: Fragments and Run-ons	1
5	The Academic Essay. Writing Process	2
6	Midterm 1	
7	Writing Process, Making Informational Essay Outlines	2
8	Writing the Introduction Paragraph	
9	Writing Body Paragraphs, Connectors	1
10	Writing the Conclusion Paragraph	1
11	Revising and Editing the Essay	1
12	Midterm 2	
13	Compare and Contrast Essay	3
14	Persuasive Essay	3
15	Problem Solution Essay	3
16	Revision	

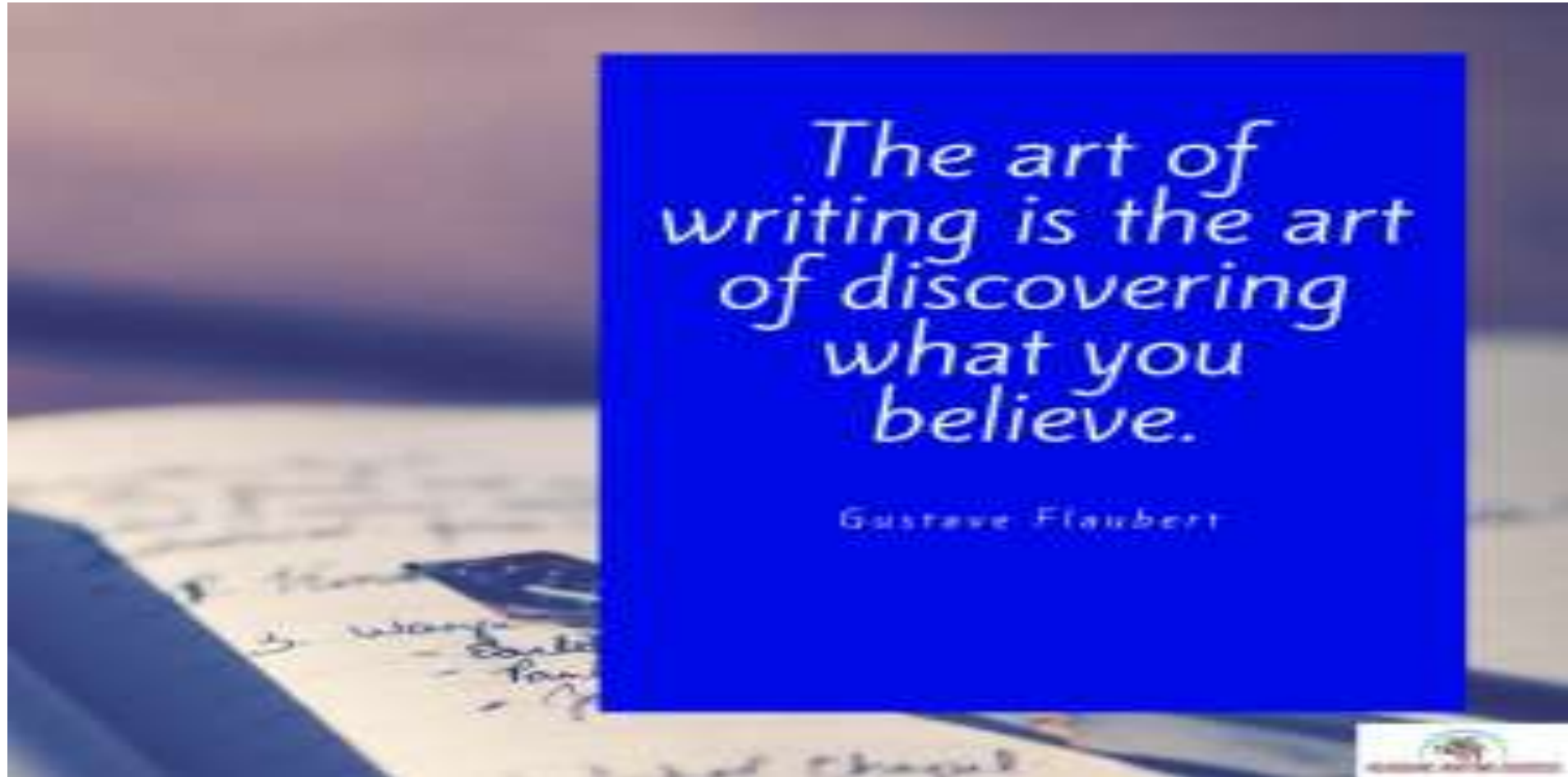
Course CLOs Fall- 2023

CLO	Course Learning Outcome (CLO)
01	Demonstrate effective academic writing style.
02	Plan their ideas and build effective essay outlines.
03	Construct academic essays on variety of topics

Marks Distribution

Particulars	% Marks
1. Mid I	15%
2. Mid II	15%
3. Assignments/Quizzes	10%
4. Project	10%
6. Final Exam	50%
Total:-	100

Reflect and Share your thoughts!



What is the role of reading in writing?



Read the Sentences Carefully- Spot the Difference

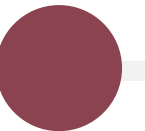
The study checked out the health effects of passive coding.

The study examined the health effects of passive coding.

Sometimes the whole sentence needs to be rephrased

This experiment worked out just fine.

This experiment was successful.



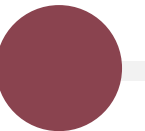
Read the Sentences Carefully- Spot the Difference

Less formal As you examine the health effects of ...

More formal When examining the health effects of ...

Less formal I believe the health effects of ...

More formal It is believed that the health effects of ...



FEATURES OF FORMAL WRITING

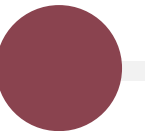
- ❑ Well Planned
- ❑ Syntactic Complexity
- ❑ Standard Grammar
- ❑ Formal Vocabulary
- ❑ Well-Organized

FEATURES OF FORMAL WRITING

- ❑ Use of Punctuation
- ❑ No short Forms
- ❑ Impersonal Language
- ❑ Learnt Craft



Difference Between Speech and Writing



Difference Between Speech and Writing



Speech

1. Universal, everybody acquires it.
2. Spoken language has dialect variations that represent a region

Writing

1. Not everyone learns to read and write.
2. Written language is more restricted and generally follows a standardized form of grammar, structure, organization, and vocabulary

Difference Between Speech and Writing



Speech

3. Speakers use their voices (pitch, rhythm, stress) and their bodies to communicate their message.

4. Speakers use pauses and intonation

Writing

3. Writers rely on the words on the page to express meaning and their ideas.

4. Writers use punctuation.

Difference Between Speech and Writing



Speech

- 5. Speakers pronounce
- 6. Speaking is often spontaneous and unplanned
- 7. Speakers have immediate audiences

Writing

- 5. Writers spell.
- 6. Most writing is planned and can be changed through editing and revision
- 7. Writers have a delayed response from audiences or none at all

Difference Between Speech and Writing



Speech

- 8. Speech is usually informal and repetitive
- 9. Speakers use simpler sentences connected by lots of ands and buts.

Writing

- 8. Writing on the other hand is more formal and compact.
- 9. Writers use more complex sentences

Difference Between Speech and Writing



Speech

10. Speakers draw on their listeners' reactions to know how or whether to continue.

11. Speakers can gauge the attitudes, beliefs, and feelings of their audience by their verbal and non-verbal reactions.

Writing

10. Writers are often solitary in their process.

11. Writers must consider what and how much their audience needs to know about a given topic.

Difference Between Speech and Writing (EXAMPLE)



Speech

- ▣ 1. The worst part about it was I had a friend sitting up here and she's saying "ha ha"... and I was saying "go get the police... go get someone"...i later learned that there are some people who do that in the face of disaster...i mean they just start cracking up as opposed to crying.

Writing

My helpful friend, perhaps not realizing that I was serious, began laughing. Sue roared all the harder as my situation became more difficult. She claimed I looked funny, clinging there screaming. I realized that she was laughing because she was incapable of acting: the situation must have been greatly disturbing to her, and so she treated it as if it were another situation.

EXERCISE

Given below are a sample of speech and a sample of writing. Both the samples are about the same topic. Read them carefully, and find out the differences between them. Notice how Peter's language and style undergoes dramatic change when he informs Bob about the termination of his services in written form.

EXERCISE



Spoken Text

A dialogue between Peter Auer (the boss) and Bob Watson (an employee).

- ▣ Peter: Bob, I hate to break the news, but our sales were down again last month. Bob: Down again, Peter?
- ▣ Peter: Yeah. These days, everybody's shopping at our competition, Honest Abe's Furniture Store.
- ▣ Bob: Ah... That's bad, but everything in there costs an arm and an leg!
- ▣ Peter: That's true. They do charge... Well, forget it. We are about to go bankrupt. That's what's important.
- ▣ Bob: I'm sorry to hear that. I thought my new advertising campaign would save the day.
- ▣ Peter: Let's face it. Your advertising campaign was a real flop. So, you're fired. We need a real professional here.

WRITTEN TEXT



▣ **Peter Auer's letter to Bob Watson.**

Dear Bob Watson.

I am extremely sorry to inform you that your services have been terminated owing to the devastating failure of the advertising campaign under your supervision. To be able to compete with the rival store, you were assigned the duty to start a new advertising campaign to increase the sales. However, the new campaign did not in any way proved to be successful in achieving the objectives. The store requires a more competent and professional manager which would naturally need the termination of your services.

We hope you will understand that the hereby taken action is solely for the betterment of the store. We wish you good luck for your future endeavors. When reading or listening to things, keep the distinction between speech and writing in mind. Study spoken language and written language as different varieties of a language. Avoid using the written style when speaking and vice versa.

Thanks!



Any questions?

