



RIPHAH INTERNATIONAL COLLEGE
ADP (English)

Course Title:	Functional English	Semester:	I
Course code:	GE-153	Credit Hours:	3
Prerequisites		Lecture type	Class room Lectures/Sessions/Project Presentation

Instructor Name:	Email:
Consulting Hours:	Contact info

I. Course Description:

This course is designed to help students develop their practical English language skills for effective communication in various real-life situations. It covers essential aspects of listening, speaking, reading, and writing in English, with an emphasis on everyday communication, workplace communication, and social interactions.

II. Course Objectives:

At the end of the course, the student shall be able to:

- Demonstrate improved proficiency in spoken and written English.
- Communicate effectively in various social and workplace settings.
- Understand and respond to spoken English in real-life situations.
- Read and comprehend a range of texts, including advertisements, instructions, and articles.
- Write clear and coherent messages, emails, and short reports.

III. Course Learning Outcomes:

The objective of this course is to enable students to understand;

CO1. ➤ Analyze basic communication skills and use them effectively in oral and written English

CO2. ➤ Develop skills as reflective and self-directed learners

CO3. ➤ critically evaluate and review various types of texts and summarize them

CO4. ➤ Develop analytical and problem-solving skills to address various community-specific Challenges

CO5. ➤ intellectually engage with different stages of the writing process, such as: brainstorming, mind mapping, free writing, drafting and revision, etc.

IV. Course Grading Policy:

- The instructor is responsible for grading all student performance through examinations, class participation in discussions, individual and/or team presentations, short or major papers requiring research or analysis, and other appropriate means. Individual discussions of the reading material may be held at the instructor's discretion. If any projects or assignments are identical or partially identical, a zero will be awarded. The repetition of such instances may result in an "F" grade in the course.

V. Grade Distribution:

Evaluation Type	Percentage (%)	Activities
Quizzes	10	Minimum 4
Assignments	10	Minimum 4
Presentation	10	Minimum 1
Mid Term	30	
Final Term	40	
Total Points	100	

ABSOLUTE GRADING

VI. General Classroom Norms (Attendance required: Minimum 75%)

Class attendance is mandatory. You may miss up to **25%** (8 out of 32 sessions) class sessions but save it for emergency only. In case you exceed this level, you will be withdrawn from the course. As a courtesy to the instructor and other students, be prepared to arrive at class and be in your seat on time. In addition, please note that each class lasts for **90 minutes** (1.5 Hours).

Also keep in mind some general rules in the class as given below:

- Cell phones should be powered off.
- Eatables are not allowed in the class.
- The teacher will not tolerate any disruptive behavior in the class.

The University Dress Code has to be observed, no warnings will be given, and violators will be asked politely to leave the class and consequently will be marked absent.

VII. Statement on Faculty and Student Code of Ethics

The Code of Ethics establishes the standards for proper conduct in the classroom for both faculty and students. Although this is a foundational concept, it emphasizes the key principle we will uphold as a team. The faculty member will do their best to create an optimal teaching and learning environment for each student individually and for the class as a whole. Students will receive fair evaluation for all their work and their contributions to achieve the course objectives. On the other hand, students will be responsible for their own actions, providing proper documentation when they use the work of others as references. They will also respect the rights of others to contribute to the teaching/learning environment according to their capabilities, and motivations.

VIII. Course Content & Schedule:

Week	Contents	Activities
01	Unit - I: Introduction to Functional English <ul style="list-style-type: none">• Orientation Session of Functional English, its usage and significance• Overview of the course objectives and structure	Interactive Session
02	Unit - I: Introduction to Functional English(Continue) <ul style="list-style-type: none">• Importance of functional English in daily life and work• Common everyday English expressions and greetings• Revision and Examples of Functional English	
03	Unit - II: Listening and Speaking Skills <ul style="list-style-type: none">• An Introduction to Listening Skills• An Introduction to Speaking Skills• Effective listening strategies• Revision and Practice Exercises	Assignment-1
04	Unit - II: Listening and Speaking Skills(continue) <ul style="list-style-type: none">• Practicing conversation skills• Role-plays and group discussions• Revision and Practice Exercises	Quiz-1
05	Unit - III: Reading Comprehension <ul style="list-style-type: none">• Reading and understanding various types of texts (e.g., brochures, news articles)• Vocabulary development through reading• Revision and Practice Exercises	Assignment-2
06	Unit - III: Reading Comprehension (Continue) <ul style="list-style-type: none">• Summarizing and discussing readings• Revision and Practice Exercises	
07	Unit - IV: Writing Skills <ul style="list-style-type: none">• Writing emails and messages	

	<ul style="list-style-type: none"> • Sampling and Examples of Emails and messages 	
08	Unit - IV: Writing Skills (Continue) <ul style="list-style-type: none"> • Structuring short reports and memos • Proofreading and editing • Revision and Practice Exercises 	Quiz-2
Mid Term		
10	Unit- V: Workplace Communication <ul style="list-style-type: none"> • Introduction • Workplace vocabulary and phrases • Revision and Practice Exercises 	Assignment-3 Quiz-3
11	Unit- V: Workplace Communication(Continue) <ul style="list-style-type: none"> • Writing professional emails • Revision and Practice Exercises 	
12	Unit- V: Workplace Communication(Continue) <ul style="list-style-type: none"> • Communicating with colleagues and superiors Conducting effective meetings <ul style="list-style-type: none"> • Revision and Practice Exercises 	Assignment-4 Quiz-4
13	<u>Unit - VI: Social and Practical English</u> <ul style="list-style-type: none"> • Making requests and offers • Sampling and Practice Exercises 	
14	<u>Unit - VI: Social and Practical English(Continue)</u> <ul style="list-style-type: none"> • Giving directions and instructions • Revision and Practice Exercises 	
15	<u>Unit - VI: Social and Practical English(Continue)</u> <ul style="list-style-type: none"> • Ordering in a restaurant or café • Revision and Practice Exercises 	
16	<u>Unit - VI: Social and Practical English (Continue)</u> <ul style="list-style-type: none"> • Handling everyday situations (e.g., making appointments, shopping) • Revision and Practical examples 	Presentation

17	<u>Unit - VI: Social and Practical English (Continue)</u> <ul style="list-style-type: none"> • Final practical examination assessing communication skills in real-life scenarios • Real-life Experiences for Practice 	
Final Term		

IX. Course Material:

a. Recommended Text book :

1. Downes, C., & Bennett, A. G. (2012). *Cambridge English for Job-Hunting*. Cambridge University Press.
2. Hobbs, M., & Keddle, J. S. (2011). *Oxford English for Careers: Commerce 1*. Oxford University Press
3. Zwier, L. J., & Iannuzzi, S. M. (2020). *English for Everyday Activities*. New Readers Press.

b. Supplementary Text

- PPT, Lecture notes and other content can be provided in accordance to Students' learning capabilities.

c. Additional Resources

(Online Sources)

1. BBC. Learning English. <http://www.bbc.co.uk/worldservice/learningenglish/>
2. British Council. Learn English. <http://learnenglish.britishcouncil.org/en/>
3. [http://englishonlineclub.com/pdf/Oxford%20English%20for%20Careers%20-%20Commerce%201%20-%20Students%20Book%20\[EnglishOnlineClub.com\].pdf](http://englishonlineclub.com/pdf/Oxford%20English%20for%20Careers%20-%20Commerce%201%20-%20Students%20Book%20[EnglishOnlineClub.com].pdf)
4. https://www.academia.edu/13789019/English_for_everyday_Activities

Online Books Links:

<https://archive.org/details/englishforeveryd0000zwie/page/n3/mode/2up>

Google drive Link:

<https://drive.google.com/drive/folders/1ZT9PfofKcpsXWigfSU93oi2VEbwzD1At?usp=sharing>