

# Welcome to



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Project of Riphah International University

## Riphah International College

Class: ADP Computer Science

Semester: I

Morning Shift

Subject/ Course:

Functional English

**Resource Person:**

**Prof. Suhaib Khalid**

# Functional English

## 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.**

# What does Functional English Mean?

Before going to discuss what does functional English mean we need to know about meaning of **function** so lets talk about it.

**Function means:** An activity that is natural, work or operate in a Proper way or Practical way

Similar Terms:

serve

act

operate

perform

work

behave

# Definition of Functional English

- \* **Functional English focuses on practical language skills needed for everyday communication. It emphasizes using English effectively in real-world situations, such as reading, writing, listening, and speaking.**

# Importance of functional English

- \* Functional English is crucial in both daily life and the workplace. In everyday scenarios, it facilitates effective communication, enabling individuals to understand and be understood, navigate various situations, and access information.
- \* Mastery of functional English is essential for academic success, professional advancement, and social interaction. It improves employability by facilitating effective communication in the workplace, promoting understanding, and preventing misunderstandings. Strong functional English skills enhance one's ability to navigate daily life and access information, empowering individuals in diverse contexts.

# why are functional English skills required

- \* Functional English skills are the basics of English communication. These are the core skills you need to communicate in English. These skills are important for both verbal and written communication. Therefore, these skills assist us in having better communication with others at work and home.

# How does functional English improve workplace communication?

- \* Functional English improves workplace communication in several key ways:
- \* **1. Clarity and Precision**
- \* Using functional English allows employees to express their ideas clearly and concisely, minimizing misunderstandings. This is essential for conveying instructions, feedback, and expectations.
- \* **2. Professionalism**
- \* Proficiency in functional English enhances the professionalism of written and spoken communication, such as emails, reports, and presentations. This helps in building a positive impression and credibility with colleagues and clients.
- \* **3. Collaboration and Teamwork**
- \* Effective communication fosters collaboration among team members. Functional English helps in articulating thoughts, negotiating, and discussing strategies, which is vital for teamwork.



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- \* **4. Adaptability Across Contexts**
- \* Functional English provides the skills needed to adapt language and style to suit different situations, whether in formal meetings, casual conversations, or client interactions.
- \* **5. Problem-Solving**
- \* Good communication skills facilitate clearer discussions about challenges and solutions, enabling teams to address issues more effectively and explore innovative ideas.

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- \* **6. Customer Relations**

- \* For those in customer-facing roles, functional English is essential for understanding customer needs, providing accurate information, and resolving complaints efficiently.

- \* **Conclusion**

- \* Overall, mastering functional English in the workplace leads to improved efficiency, stronger relationships, and a more harmonious work environment. If you want to discuss specific scenarios or examples.
- \* (Related Questions: why are functional English Skills needed?)

# Thanks

*Thank you*

