

HS-104 Functional English

Listening: types of listening, problems in listening and coping strategies, listening skills, sub skills, practice in listening, note taking: techniques for taking notes from lectures, from books, note taking in different forms paragraphs, points, figures, processes, tables, graphs etc. vocabulary development: enhancing current vocabulary to reflect a better usage of words in spoken and written language, tips/ strategies in vocabulary enhancement, practice in vocabulary development. Reading: reading skills, sub skills, reading comprehension levels, reading strategies, reading practice through variety of reading texts and comprehension exercises, beyond reading (outline, précis, speech and presentation). Writing: process of writing, informal writing strategies, writing correctly: sentence structure and punctuation, error correction, paragraphs: structure, types, topic and the topic sentence, and unity, adequate development and coherence in paragraphs, essays: types, five paragraphs long essays, and structure (thesis statement and the paragraphs), short reports: structure, format, and types (informational and analytical), letters: elements, style, formatting (digital letter writing), organization and structure of the letter, and types (routine requests and intimation, invitation, thank you and condolence letters etc.)

Recommended Books:

1. "Cambridge vocabulary for IELTS", Pauline Cullen, Cambridge University Press. 2008
2. "English Vocabulary in Use (upper intermediate)", Michael McCarthy & Felicity O'Dell Cambridge University Press. 2008
3. "Academic Listening Encounters: Human Behaviour", (Cambridge University Press), 2004
4. "Study Listening", by Lynch(Cambridge University Press). 2nd Edition, 2007
5. "Themes for Listening and Speaking Teacher's", Carole Robinson and Helen Parker (Oxford University Press), 2nd Edition, 1986
6. "Making Connections: A strategic Approach to Academic Reading", Kenneth J Pakenham (Cambridge University Press), 2nd Edition, 2004
7. "Study Reading", Glendinning and Holmstrom.(Cambridge University Press), 2nd Edition, 2007
8. "Writing and the Writer", Frank Smith, Heinemann Educational Books.1994
9. "Connections – A Guide to basics of writing", Peter Dow Adams, Little Brown and Company,1987
10. "College Writing skills", John Langan, Irwin McGraw Hill, 5th Edition, 1984
11. "The Elements of International Style: A Guide to writing correspondence, reports, Technical Documents, and internet pages for a global Audience" by Edmond H Weiss. Prentice Hall: India 2005