### **PCS-313 Functional English Credit Hours: 03**

**(General Course)**

This course intends to prepare students for the basic composition and comprehension of English as Language. It is designed to make students understand how to read, write, comprehend, and present research and related literature in English language.

**Learning Objectives:**

1. Understating of English as foreign language enhanced for listening and reading skills.

2. Understand structure of the language, developed with skills for expressions with critical thinking.

3. Develop skills in English language grammar, comprehension of the content and analysis of the draft for synthesis.

4. Improve listening comprehension through various audio resources, including lectures, interviews, and podcasts.

5. Enhance critical thinking skills by analysing and synthesizing information from diverse sources.

6. Strengthen academic vocabulary relevant to peace and conflict studies.

7. Cultivate effective note-taking techniques for both reading and listening comprehension.

**Course Contents**

1. Basics of Grammar (Sentence Structure; Active and Passive voice; Unified Sentence)

2. Punctuation and Spelling

3. Parts of Speech and Use of Articles

4. Analysis of Phrase, Clause, and Sentence Structure

5. Transitive and Intransitive Verbs

6. Looking at Critical Issues of Peace and Conflict- questioning on a given Text

7. Understanding Academic Texts, Skimming and Scanning, Active Reading Techniques

8. Analysing Arguments, Identifying Key Points, Making Inferences

9. Effective Listening Strategies, Identifying Main Ideas, Recognizing Supporting Details

10. Academic Word Lists, Vocabulary Flashcards, Vocabulary Expansion Exercises

11. Effective Note-taking Methods, Summarizing Information, Organizing Notes

12. Domain-specific Vocabulary, Word Families, Contextual Guessing.

**Suggested Readings**

· A.J. Thomson and A.V. Martinet. (1997). Practical English Grammar Exercises 1. Third edition. Oxford University Press.

· A.J. Thomson and A.V. Martinet. (1997). Practical English Grammar Exercises 2. Third edition. Oxford University Press.

· Marie-Christine Boutin, Suzanne Brinand and Francoise Grellet. (1993). WritingIntermediate. Oxford Supplementary Skills.

· Brain Tomlinson and Rod Ellis, (1992). Upper Intermediate Oxford Supplementary Skills Third Impression.

· Adler, M. J., & Van Doren, C. (1972). How to read a book. Simon and Schuster.

· Saran, M., Krentz Gober, M., & McCarty, E. B. (2022). An introduction to the Cornell Note system. Ear, Nose & Throat Journal, 101(9\_suppl), 37S-41S.

· Shih, M. (1992). Beyond comprehension exercises in the ESL academic reading class. Tesol Quarterly, 26(2), 289-318.

· Cattrell, S. (2005). Critical thinking skills: Developing effective analysis and argument.

· Leonardo, N. (2020). Active listening techniques: 30 practical tools to hone your communication skills. Callisto Media, Inc.

· McCarthy, M., & O'dell, F. (2016). Academic vocabulary in use edition with answers. Cambridge University Press.

· Ahrens, S. (2022). How to take smart notes: One simple technique to boost writing, learning, and thinking. Sönke Ahrens.