

Elective Course IV - (b) Functional English

- Unit I: Listening Skills
- (1) a. Form completion , b. Notes completion
 - (2) Labeling a diagram
 - (3) Short answer questions in comprehension
 - (4) Dialogue and monologue
- Unit II Speaking Skills
- (a) Introducing oneself (spoken Greetings requests)
 - (b) Interview – answers – questions
 - (c) Two-way discussions
- Unit III: Writing Skills
- (a) Describing bar charts, pie-charts and tables
 - (b) Letter writing requests, complaints
 - (c) General essay (Agree or disagree, for and against
 - (d) Organization of paragraphs
- Unit IV: Reading Skills
- (a) Matching headings to paragraph
 - (b) Table completion
 - (c) Skimming and scanning
- Unit V: Practical Testing: Language Lab