

## **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.)

**The Elements of International Style:** A Guide to writing correspondence, reports, Technical Documents, and internet pages for a global Audience by Edmond H Weiss.