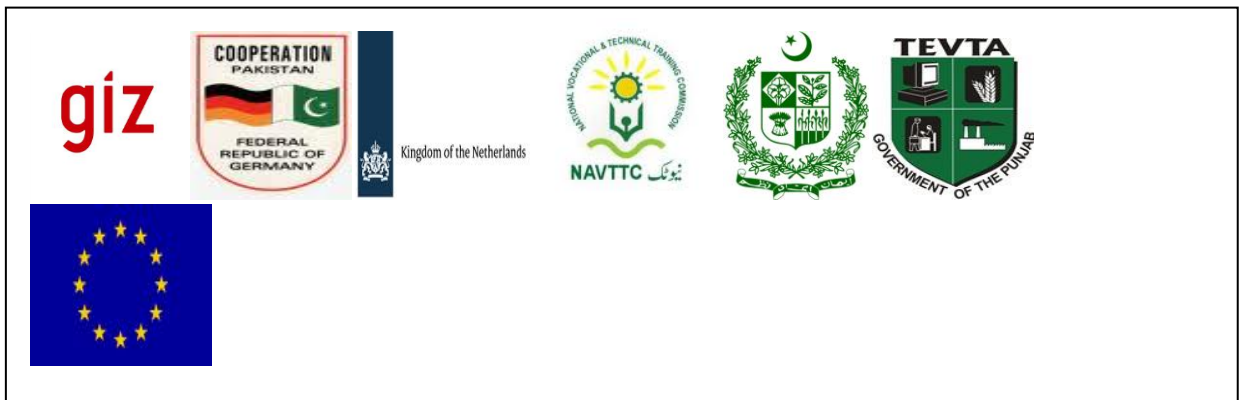


CURRICULUM FOR

FUNCTIONAL ENGLISH

(Supporting course for 1-year program)

National Vocational & Technical Training Commission, Islamabad (February, 2012)



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TRAINING OBJECTIVES

The major objectives of this course are to:

- Raise the efficiency of the students to make the learning activity more effective & beneficial. Impart knowledge of Basic English Language to enhance their learning abilities and develop their listening, reading and writing skills.
- Facilitate the students to assimilate and express their relevant trade terminology in a better & effective manner.
- Help students comprehend and utilize the printing material / technical manuals & other technical source material to their maximum benefit and this attempt will also play a vital role in improving their basic communication skill & oral presentations in classroom atmosphere and their relevant field.

CURRICULUM SALIENTS POINTS

Entry Level:	Middle / Matric
Duration of Course:	80 Hours (for one year courses)
Training Hours:	80 Hours (40 Hrs per Semester)
Training Methodology:	Theory 50% Practical 50 %
Medium of Instruction:	English

KNOWLEDGE PROFICIENCY DETAILS

On successful completion of this course, the trainee should be able to:

1. Identify the basic sounds / symbols / letters /words of the English Language.
2. Explain the meaningful sentence in proper and correct sequence.
3. Differentiate and classify the types of sentences according to their meaning & construction.
4. Express the ideas effectively on their job training.
5. Define and differentiate the parts of speech & their kinds in their textual study.
6. Comprehend the accurate concept of time with reference to present, past, future tenses & their various forms to indicate the exact & proper time.
7. Have the clear comprehension of voice of sentence for correct & exact translation.
8. Define the translation of given sentences & paragraphs using tenses correctly.
9. Given topic in a descriptive and narrative form.

SKILL PROFICIENCY DETAILS

On successful completion of this course, the trainee should be able to:-

1. Write the correct & complete, sentence with help of given words, fills in the blanks and complete the missing spelling.
2. Construct the meaningful sentences in proper and correct sequence.
3. Express the different type of sentences keeping in view their specific construction.
4. State the complaint / report on the job training
5. Apply the different parts of speech according to the correct grammatical structure.
6. Use the correct form of tense with reference to the time mentioned in the subject.
7. Form & use the correct voice of the verb in the given exercise/ situation.
8. Translate the given sentences & paragraph, using tense correctly.

SCHEME OF STUDIES

Functional English

(For One Year Courses)

1ST SEMESTER

Sr. No.	Main Topics	Theory Hours	Practical Hours	Total Hours
1.	Alphabets	3	-	3
2.	Consonants and Vowel with Syllable	5	-	5
3.	Sentence Structure	7	-	7
4.	Types of Sentences	5	-	5
5.	Introduction To Common Tools	-	6	6
6.	Vocabulary Of Trade Tools / Materials	-	7	7
7.	Translate Technical Items Into Urdu	-	7	7
Total		20	20	40

SCHEME OF STUDIES

Functional English

2nd Semester

Functional English (For One Year Courses)

Sr. No	Main Topics	Theory Hours	Practical Hours	Total Hours
1.	Sentence Construction	4	-	4
2.	All Parts Of Speech	5	-	5
3.	Concept Of All Tenses	5	-	5
4.	Application Writing	2	-	2
5.	Translation	4	-	4
6.	Use of Trade Vocabulary in Sentences		6	6
	Use Of Tools		2	2
			4	4
7.	Name And Description Of Trade Jobs		8	8
Total		20	20	40

DETAIL OF COURSE CONTENTS

Functional English

(For One Year Courses)

1st Semester

Sr. No.	Detail of Topics	Theory Hours	Practical Hours
1	Alphabets 1.1 Capital Letter / Small Letter	3	-
2	Consonants and vowel with Syllables 2.1 Consonants and vowels 2.2 Semi vowels 2.3 Syllables	5	-
3	Sentence Structure 3.1 Words 3.2 Phrases 3.3 Clauses 3.4 Sentences	7	-
4	Type of Sentences 4.1 Function based sentences <ul style="list-style-type: none">• Assertive/ Declarative Sentences• Interrogative sentences• Imperative Sentences• Exclamatory Sentences 4.2 Structure based sentences <ul style="list-style-type: none">• Simple• Compound• Complex	5	-
5	Introduction to Common Tools 5.1 Read and write the names of different types of tools used in all trades of each institution.	-	6
6	Vocabulary of trade tools / materials 6.1 Trade related topics 6.2 Machinery and equipments. 6.3 Phrases	-	- 2 2 3
7	Translate Technical Items into Urdu 7.1 Tools 7.2 Machinery 7.3 Equipment	-	2 2 3
Total		20	20

2nd Semester

Sr. No.	Topic	Theory Hours	Practical Hours
1	Sentence Construction 1.1 Use of is, are am 1.2 Use of was, were, 1.3 Use of has, have, had 1.4 Exercises based on above	4	-
2	Parts of speech 2.1 Noun and its kinds 2.2 Pronoun and its kinds 2.3 Verb and its kinds 2.4 Adverb and its kinds 2.5 Adjective and its kinds 2.6 Preposition 2.7 Conjunction 2.8 Interjection	5	-
3	Concept of tenses 3.1 Present Indefinite, Present Continuous, Present Perfect, & Present Perfect Continuous 3.2 Past Indefinite, Past Continuous, Past Perfect, & Past Perfect Continuous 3.3 Future Indefinite, Future Continuous, Future Perfect, & Future Perfect Continuous	5	-
4	Application Writing To Principal for 4.1 Leave 4.2 Fee Concession	2	-
5	Translation 5.1. Principles 5.2. Methods	4	-
6	Use of Trade Vocabulary in Sentence 6.1 Mock demonstration related to Trade Vocabulary 6.2 Question Answer 6.3 singular / plural form		6 2 4
7	Name and description of trade jobs: 8.1 Material used in each job 8.2 Write the work steps used in each job. 8.3 Write the work steps in job preparation 8.4 Write the machinery, tools, and equipment, required in preparation of each job.	- -	8
Total	40	20	20

QUALIFICATION OF TEACHER

Functional English (For One Year Courses)/M.A English

REFERENCE BOOKS

Sr. No	Book Name	Author Name	Publisher
1	Pilot English grammar (middle standard).		Khalid Book Depot
2	High school English Grammar by	Wren and Martin.	
3.	Current English Grammar	Prof. Mumtaz Ahmed	Ghulam Rasool & Sons

RECOMMENDATIONS

The members of the committee minutely reviewed the said curricula. The contents are relevant, but few of the shortcomings have been noticed and following are the recommendations.

1. "Listening" is one of the objectives, hence A/V aides should be included.
2. Mode of the examination should be specified which may be both subjective as well as objective.
3. Since the course is meant for different trades and the vocabulary items are required to be taught (On page-5, item no.6.1). One group of learners may include various trade related persons/ learners. How the vocabulary items will be decided and covering what trades. Therefore, specific trades should be mentioned.
4. Page 6, component 6.3 uses "Phrases". It is ambiguous term as it does not clarify if it means IDIOMATIC PHRASES or something else. In case of IDIOMATIC PHRASES it would be irrelevant to include them, therefore it should either be omitted or replaced by trade related vocabulary.
5. No book on Trade/Technical /Tool Vocabulary is recommended. Dictionary of Technical Terminology should be prescribed in the reference books.
6. The Committee observed that a number of Trade Tools and Terms can neither be translated in Urdu nor do they have any plural form. Therefore, it should be reviewed.

NATIONAL CURRICULUM & REVIEW COMMITTEE MEMBERS

Sr #	Name	Designation	Organization	Contact / E.Mail
1	Ms. Rukhsana Anjum	Associate Professor (English)	Govt: College of Technology (Women), Lahore	0333-4839948 rukhsanaanjum@live.com
2	Mr. Zia Sarwar	Assistant Professor (English)	Govt: College of Technology Raiwind Road, Lahore	0300-8861325 ziasarwar@live.com
3	Mr. Waqar Sadiq	Sr. Instructor (English)	Govt. Institute of Commerce, Samanabad, Lahore	0300-4996631
4	Syed Muhammad Arif Iqbal	Sr. Instructor (English)	Govt. College of Commerce, Shahdara, Lahore	0333-4707037
5	Ms. Noureen Malik	Instructor (English)	Govt: College of Technology (Women), Lahore	0300-4369756 noureenmalik@hotmail.com
6	Ms. Rabia Jamshaid	Instructor (English)	Govt. Technical Training Institute, Township, Lahore	0306-7682823
7	Ms. Sadia Syed	Lecturer (English)	Govt: College of Technology (Women), Lahore	0346-6637758 sadiasyeds@yahoo.com
8	Ms. Saima Ali	English Teacher	L.G.S. Paragon, Lahore	0333-4588309 saimacuteali@yahoo.com