

TRAINING OBJECTIVES:

It is the pressing need of time to raise the efficiency of the students to make the learning activity more effective & beneficial. This course is designed with the objectives to impart knowledge of Basic English Language to enhance their learning abilities and develop their listening, reading and writing skills. It will facilitate them to assimilate and express their relevant trade terminology in a better & effective manner. The students will be able to 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:

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, fill in the blanks and complete the missing spelling.
2. Construct the meaningful sentences in proper and correct sequence.
3. Write the different type of sentences keeping in view their specific construction.
4. Write the complaint / report on the job training
5. Use 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	5	-	5
2.	Consonants and Vowel with Syllabus	5	-	5
3.	Sentence Structure	5	-	5
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

2nd Semester

Sr. No	Main Topics	Theory Hours	Practical Hours	Total Hours
1.	Sentence Pattern	4	-	4
2.	Parts Of Speech (Noun, Pronoun, Adjective)	4	-	4
3.	Concept Of Tenses (Indefinite And Continuous)	4	-	4
4.	Application Writing	4	-	4
5.	Translation	4	-	4
6.	Use of Trade Vocabulary in Sentences	-	4	4
7.	Use Of Tools	-	8	8
8.	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	5	-
2	Consonants and vowel with Syllabus 2.1 Consonants and vowels 2.2 Semi vowels 2.3 Syllabus	5	-
3	Sentence Structure 3.1 Alphabets 3.2 Words 3.3 Phrases 3.4 Clauses 3.5 Sentences	5	-
4	Type of Sentences 4.1 Type of Sentences 4.1.1 Simple 4.1.2 Compound 4.1.3 Complex 4.2 Kinds of Sentences 4.2.1 According to meaning / construction	5	-
5	Introduction to Common Tools 5.1 Read and write the names of different types of tool used in all trades of each institution.	-	6
6	Vocabulary of trade tools / materials 6.1 Name of Trade related topics 6.2 Machinery and equipments.	-	- 2 2

	6.3 Phrases		3
7	Translate Technical Items into Urdu		
	7.1 Tools	-	2
	7.2 Machinery		2
	7.3 Equipment		3
Total		20	20

2nd Semester

Sr. No.	Topic	Theory Hours	Practical Hours
1	Sentence pattern 1.1 Exercises 1.2 Use of is, are am, was, were, has, have, had.	4	-
2	Parts of speech 2.1 Noun and its kinds 2.2 Pronoun and its kinds 2.3 Adjective and its kinds	4	-
3	Concept of tenses (Indefinite & Continuous) 3.1 Present Continuous, 3.2 Past Continuous, 3.3 Future Continuous 3.4 Present Indefinite 3.5 Past Indefinite 3.6 Future Indefinite	4	-
4	Application Writing To Principal for 4.1 Leave 4.2 Fee Concession	2 2	-
5	Translation 5.1. Principle 5.2. Methods	4	-
6	Use of Trade Vocabulary in Sentence 6.1 Questions and Answering 6.2 In Singular / Plural Form		- 2 2
7	Use of Tools 7.1 Questions and answering		4

	7.2 In singular / plural form		4
8	Name and description of trade jobs:		
	8.1 Material used in each job	-	2
	8.2 Write the work steps used in each job.	-	2
	8.3 Write the work steps in job preparation		2
	8.4 Write the machinery, tools, and equipment, required in preparation of each job.		2
	Total	20	20

QUALIFICATION OF TEACHER

- 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