

FIT 201 – English for ICT

INTRODUCTION

This course consists of two parts that helps the students to improve their basic grammar knowledge as well as four language skills that are necessary for them to continue their studies or gain employment.

LEARNING OUTCOMES:

After successful completion of this course students will be able to

- Exchange information and talk confidently with others
- Pronounce English words accurately
- Engage in active listening and respond appropriately & confidently
- Use English grammar accurately and effectively in communication
- Write effectively and accurately
- Use mechanics of writing effectively
- Use vocabulary meaningfully and accurately to convey meaning
- Retrieve necessary information from IT related texts

ASSESSMENT CRITERIA:

The formative evaluation procedure of this course consists of 4 LMS based on-line assessments. The summative evaluation, is a two hour computer based e-test and 45 minutes practical test.

Structure of Exams

- Formative Assessments-
 - 4 assessments consist of multiple-choice questions.
- Summative Assessments-
 - One computer based e-test of one hour
 - Three practical tests for listening speaking & writing.

Part I

OUTLINE OF SYLLABUS

Topic	Average hours
01. Getting to know each other – self introduction	6
02. Sounds and letters	6
03. Recognising noun & the use of articles	8
04. Introduction to the English verb	8
05. Introduction to auxiliary verb	8
06. Recognising the use of prepositions	8
07. Introduction to conjunctions	8
08. Introduction to adjectives and adverbs	8
Total	60

Part II

Topic	Average hours
09. Introduction to the process of writing	6
10. Introduction to technical writing	6
11. Understanding mechanics of writing	8
12. Enriching vocabulary-reading	8
13. General language skills- writing bio-data forms, application letters, cover letters, memos, abstracts, reference lists etc	8
14. Developing listening skills	8
15. Developing oral skills	8
16. Developing reading skills	8
Total	60

RECOMMENDED MATERIAL:

Ref 1: Living English Structures by Stannard Allen

Ref 2: General English for G.C.E. (A/L)

Ref 3: English for IT – UCSC publication.

Recommended Links:

Ref 4: <http://www.io.com/~hcexres/textbook/>

Ref 5: <http://grammar.ccc.commnet.edu/grammar/index.htm>

Ref 6: <http://web.uvic.ca/wguide/Pages/EssaysToc.html>

Ref 7: <http://grammar.ccc.commnet.edu/grammar/composition/composition.htm>

Ref 8: <http://www.ccc.commnet.edu/sensen/>

Ref 9: <http://www.ccc.commnet.edu/sensen/part4/resources.html>

Ref 10: <http://grammar.ccc.commnet.edu/grammar/adjectives.htm>

Part I

DETAILED SYLLABUS

1. Getting to know each other (6 hrs)

Instructional objectives:

- Exchanges /collects personal information
- Introduces oneself to others
- Writes a biography

1.1 Getting to know each other (Ref: 03)

1.1.1 Greetings in English

1.1.2 Inquiring / collecting information

1.1.2 Self introduction

1.2 Writing a biography (Ref: 03)

1.2.1 Writing a biography

1.2.2 Writing an autobiography

2. Sounds and letters (6 hrs)

Instructional objectives:

- Articulates unfamiliar words correctly
- Uses dictionary as a useful resource for language learning
- Listens to texts and retrieve information
- Uses phonetic scripts to pronounce unfamiliar words

2.1 Introduction to English sound system (Ref: 03)

2.1.1 Relationship between English alphabet and sound system

2.1.2 Introduction to phonetics scripts

2.1.3 Consonant sounds in English

2.1.4 Vowel sounds in English

2.1.5 Diphthongs in English

2.1.6 Borrowings from other languages to English

2.2 Use of The dictionary (Ref: 03)

2.2.1 Spellings & pronunciation of words

2.2.2 Different meanings of words

- 2.2.3 Parts of speech
- 2.2.4 Synonyms and antonyms
- 2.2.5 Other information - Use and Usage / etymology

3. Recognising Noun & the use of articles (8 hrs)

Instructional objectives:

- Uses nouns correctly and appropriately
- Identifies & explains the function of articles in a sentence
- Places articles correctly and appropriately

- 3.1 Introduction to Nouns (Ref: 03)
 - 3.1.1 Function of the noun
 - 3.1.2 Countable and uncountable nouns
 - 3.1.3 Plurals and irregular plurals
 - 3.1.4 Collective nouns
- 3.2 Introductions to articles and determiners (Ref: 01, Ref: 03)
 - 3.2.1 Definite / indefinite articles
 - 3.2.2 Functions of determiners

4. Introduction to the English Verb and Sentence Patterns (8 hrs)

Instructional objectives:

- Identifies & explains the functions of the verb
- Uses correct verb forms in sentences

- 4.1 Introduction to English verb (Ref: 01)
 - 4.1.1 Function of the verb
 - 4.1.2 Classification of the verb
 - 4.1.3 Five forms of the verb
 - 4.1.4 Irregular Verbs
 - 4.1.5 Gerunds
- 4.2 Sentence patterns
 - 4.2.1 Sentence patterns
 - 4.2.2 Simple and compound sentences
 - 4.2.3 Complex sentences
- 4.3 Subject verb agreement
 - 4.3.1 Plural and singular subjects
 - 4.3.2 Separated subjects and verbs
 - 4.3.3 Compound subjects

4.4 Tense - Simple present/ past/ future/ perfect

4.5 Voice - Active / Passive

4.6 Mood - Indicative / Imperative /Subjunctive

5. Introduction to the auxiliary verbs. (8 hrs)

Instructional objectives:

- Explains the functions of auxiliary verbs
- Changes an affirmative sentence into negatives
- Changes an affirmative sentence into interrogative
- Changes a negative sentence into interrogative

5.1.2 Primary auxiliaries

5.1.3 Modals

5.2 Transformation of sentences (Ref: 03)

5.2.1 Affirmative sentences

5.2.2 Negative sentences

5.2.3 Positive and negative interrogatives

6. Recognising the use of prepositions (8 hrs)

Instructional objectives:

- Identifies & explains the functions of a preposition
- Uses prepositions correctly in sentences
- Uses prepositional phrases in sentences
- Writes a summary out of a given text

5.1 Introduction to prepositions

5.1.1 Functions of the prepositions

5.1.2 Preposition of time/place/location/movement/etc.

5.1.3 Prepositions associated with Nouns adjectives and verbs

5.1.4 Idiomatic expressions with prepositions

7. Introduction to conjunctions (8 hrs)

Instructional objectives:

- Uses conjunctions to connect two simple sentences
- Explains different types of conjunctions

7.1 Introduction to conjunctions

7.1.1 Function of the conjunctions

7.1.2 Coordinating conjunctions

- 7.1.3 Subordinating conjunctions
- 7.1.4 Correlative Conjunctions
- 7.2 Conjunctive adverbs
 - 7.2.1 Commonly used conjunctive adverbs

8. Introduction to adjectives and adverbs (8 hrs)

Instructional objectives:

- Uses adjectives to describe a noun properly
- Uses the correct order of adjective
- Uses adverbs appropriately to describe an action

- 8.1 Introductions to adverbs (Ref: 03)
 - 8.1.1 Function of adverbs
 - 8.1.2 Adverb order
- 8.2 Kinds of adverbs (Ref: 03)
 - 8.2.1 Adverbs of manner
 - 8.2.2 Adverbs of place
 - 8.2.3 Adverbs of time
 - 8.2.4 Adverbs of certainty
 - 8.2.5 Adverbs of degree
 - 8.2.6 Interrogative adverbs
 - 8.2.7 Relative adverbs
 - 8.2.8 Viewpoint and commenting adverbs
- 8.3 Adjectives
 - 8.3.1 Introduction to adjectives
 - 8.3.2 Order of adjectives
 - 8.3.3 Degree of adjectives
 - 8.3.4 Irregular comparatives and superlatives

Part II

DETAILED SYLLABUS

8. Process of writing (6 hrs)

Instructional objectives:

- Writes a paragraph effectively on a given topic
- Writes logical, cohesive and coherent paragraphs
- Organizes a paragraph effectively
- Maintains smooth reading

9.1 Introduction to process of writing (Ref: 06)

- 9.1.1 Brainstorming and drafting
- 9.1.2 Revising and editing

9.2 Techniques of writing (Ref: 06)

- 9.2.1 Tense consistency
- 9.2.2 Topic sentence
- 9.2.3 Paragraph development

10. Technical writing (6 hrs)

Instructional objectives:

- Prepare technical documents correctly
- Use appropriate technical vocabulary for targeted readers
- Use correct format and syntax

10.1 Technical reports: Process and structure (Ref: 04)

10.2 Abstracts introductions and conclusions (Ref: 04)

10.3 Document design (Ref: 04)

- 10.3.1 Headings and table of content
- 10.3.2 Lists of figures, graphics and tables
- 10.3.3 Indexing, adding foot notes

11. Understanding the mechanics of writing (8 hrs)

Instructional objectives:

- Uses punctuations appropriately
- Uses abbreviations Numbers in correct format

- 11.1 Using punctuation conventions
- 11.2 Using capitals, italics, hyphens
- 11.3 Using abbreviations and numbers

12. Enriching Vocabulary (8 hrs)

Instructional objectives:

- Uses dictionaries to find out word meanings
- Explains the meaning of a new word guessing from context
- Uses prefixes and affixes to derive word meaning
- Creates a glossary on ICT related words

- 12.1 Using dictionaries
- 12.2 Recognizing word roots
- 12.3 Recognizing prefixes and suffixes
- 12.4 Recognizing borrowed words in English
- 12.5 Common synonyms, antonyms and homonyms

13. General language skills (8 hrs)

Instructional objectives:

- Writes a memo notice telegram in correct format
- Prepares an abstract a reference list correctly
- Produces an effective and accurate business letter

- 13.1 Writing memos, Notices, Telegrams (Ref: 03)
- 13.2 Applications, bio-data, cover letters (Ref: 03)
- 13.3 Abstracts, reference lists, literature reviews (Ref: 03)
- 13.4 Business correspondence and resumes (Ref: 03)

14. Developing Listening skills. (8 hrs)

Instructional objectives:

- Responds to an audio text correctly and appropriately
- Retrieves information from and audio texts accurately
- Paraphrases an audio text effectively and accurately

- 14.1 Listening to audio texts and retrieving information
- 14.2 Understanding and responding to native speakers
- 14.3 Paraphrasing audio texts.

15. Developing Oral skills (8 hrs)

Instructional objectives:

- Makes an effective telephone conversation on given topic
- Makes an effective public speech on a given topic
- Makes an effective presentation on a given topic

- 15.1 Telephone skills
- 15.2 Public speeches
- 15.3 Interpersonal communications
- 15.4 Making presentations (Power point)

16. Developing reading skills (8 hrs)

Instructional objectives:

- Retrieves specific information from a given text
- Writes a coherent and sooth summary

- 16.1 Retrieving information from IT related texts
- 16.2 Scanning and Skimming Skills
- 16.3 Reading for specific information
- 16.4 Paraphrasing and summarizing

