

## Foundation in Information Technology (FIT)

### FIT 203: English for ICT

#### Program Content

<b>Course Code:</b>	FIT 203		
<b>Course Name:</b>	English for ICT		
<b>Credit Value:</b>	8		
<b>Core/Optional</b>	Core		
<b>Hourly Breakdown</b>	Theory	Practical	Independent Learning
	60	120	220
<b>Course Aim/Intended Learning Outcomes:</b>			
<p>After successful completion of this course the students will be able to;</p> <ul style="list-style-type: none"> <li>• Exchange information and talk confidently with others</li> <li>• Pronounce English words accurately</li> <li>• Engage in active listening and respond appropriately &amp; confidently</li> <li>• Use English grammar accurately and effectively in communication</li> <li>• Write effectively and accurately</li> <li>• Use mechanics of writing effectively</li> <li>• Use vocabulary meaningfully and accurately to convey meaning</li> <li>• Retrieve necessary information from IT related texts</li> </ul>			
<b>Course Content:</b>			
Topic	Teaching (Hrs)	Practical (Hrs.)	
1. Getting to know each other-Introducing yourself and others	02	06	
2. Pronunciation-phonetics	03	06	
3. Morphological Awareness	04	08	
4. Recognizing nouns, verbs and articles	04	06	
5. Recognizing adjectives and adverbs	05	06	
6. Listening skill development	03	08	
7. Prepositions and conjunctions	05	10	
8. Developing oral skills	03	08	
9. Introduction to general and academic vocabulary	04	06	
10. Reported speech	04	06	
11. Conditional sentences	04	06	
12. Developing reading skills	03	12	
13. Understanding mechanics of writing	04	08	
14. Introduction to the process of writing	03	06	
15. Introduction to technical writing	04	08	
16. General language skills- writing bio data forms, covering letters, applications, memos, abstracts, references etc.	05	10	
Total	60	120	

## **1. Getting to know each other (6 hrs.)**

### **Intended Learning Outcomes**

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

#### **1.1 Getting to know each other (Ref: 04)**

- 1.1.1 Greetings in English
- 1.1.2 Inquiring / collecting information
- 1.1.3 Self-introduction

#### **1.2 Writing a biography (Ref: 04)**

- 1.2.1 Writing a biography
- 1.2.2 Writing an autobiography

## **2. Pronunciation-phonetics (6 hrs.)**

### **Intended Learning Outcomes**

- 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: 04)**

- 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: 04)**

- 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. Morphological Awareness and Introduction to Syntax (8 hrs.)**

### **Intended Learning Outcomes**

- Identifies the minimal units of meaning in word
- Recognize the differences between free and bound morpheme
- Uses word analysis to find meanings of unknown words
- Recognize and uses the word formation types
- Recognize the word classes

- 3.1 Introduction to morpheme
  - 3.1.1 Minimal unit of meaning
  - 3.1.2 Free and bound morpheme
  - 3.1.3 Ordering rules
  - 3.1.4 Rule breakers
- 3.2 Types of word formation (Ref: 10 and Ref: 11)
  - 3.2.1 Coinage
  - 3.2.2 Clipping
  - 3.2.3 Blends
  - 3.2.4 Back formation
  - 3.2.5 Acronym
  - 3.2.6 Compounds
  - 3.2.7 Borrowing
  - 3.2.8 Derivations
  - 3.2.9 Conversion

#### **4. Recognizing Nouns, verbs & the use of articles (6 hrs.)**

##### **Intended Learning Outcomes**

- Uses nouns correctly and appropriately
- Identifies & explains the function of articles in a sentence
- Places articles correctly and appropriately
- Identifies & explains the functions of the verb
- Uses correct verb forms in sentences
- Explains the functions of auxiliary verbs
- Changes an affirmative sentence into negatives
- Changes an affirmative sentence into interrogative.

- 4.1 Introduction to Nouns (Ref: 01, Ref: 04)
  - 4.1.1 Function of the noun
  - 4.1.2 Countable and uncountable nouns
  - 4.1.3 Plurals and irregular plurals
  - 4.1.4 Collective nouns
- 4.2 Introductions to articles and determiners (Ref: 01, Ref: 02, Ref: 03)
  - 4.2.1 Definite / indefinite articles
  - 4.2.2 Functions of determiners
- 4.3 Introduction to English verb (Ref: 01, Ref: 02)
  - 4.3.1 Function of the verb
  - 4.3.2 Classification of the verb
  - 4.3.3 Five forms of the verb
  - 4.3.4 Irregular Verbs
  - 4.3.5 Gerunds
- 4.4 Sentence patterns
  - 4.4.1 Sentence patterns
  - 4.4.2 Simple and compound sentences
  - 4.4.3 Complex sentences
- 4.5 Subject verb agreement
  - 4.5.1 Plural and singular subjects
  - 4.5.2 Separated subjects and verbs
  - 4.5.3 Compound subjects

- 4.6 Tense - Simple present/ past/ future/ perfect
- 4.7 Voice - Active / Passive
- 4.8 Mood - Indicative / Imperative /Subjunctive
- 4.9 Introduction to Auxiliary verbs (Ref: 01, Ref: 04)
  - 4.9.1 Functions of auxiliaries
  - 4.9.2 Primary auxiliaries
  - 4.9.3 Modals
- 4.10 Transformation of sentences (Ref: 01, Ref: 04)
  - 4.10.1 Affirmative sentences
  - 4.10.2 Negative sentences
  - 4.10.3 Positive and negative interrogatives

## **5. Recognizing adjectives and adverbs (6 hrs.)**

### **Intended Learning Outcomes**

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

#### 5.1 Introductions to adverbs (Ref: 01, Ref: 04)

- 5.1.1 Function of adverbs
- 5.1.2 Adverb order

#### 5.2 Kinds of adverbs (Ref: 01, Ref: 04)

- 5.2.1 Adverbs of manner
- 5.2.2 Adverbs of place
- 5.2.3 Adverbs of time
- 5.2.4 Adverbs of certainty
- 5.2.5 Adverbs of degree
- 5.2.6 Interrogative adverbs
- 5.2.7 Relative adverbs
- 5.2.8 Viewpoint and commenting adverbs

#### 5.3 Adjectives

- 5.3.1 Introduction to adjectives
- 5.3.2 Order of adjectives
- 5.3.3 Degree of adjectives
- 5.3.4 Irregular comparatives and superlatives

## **6. Developing Listening skills. (8 hrs.)**

### **Intended Learning Outcomes**

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

- 6.1 Listening to audio texts and retrieving information
- 6.2 Understanding and responding to native speakers
- 6.3 Paraphrasing audio texts.

## **7. Recognizing the use of prepositions and Conjunctions (10 hrs.)**

### **Intended Learning Outcomes**

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

#### **7.1 Introduction to prepositions (Ref: 01)**

- 7.1.1 Functions of the prepositions
- 7.1.2 Preposition of time/place/location/movement/etc.
- 7.1.3 Prepositions associated with Nouns adjectives and verbs
- 7.1.4 Idiomatic expressions with prepositions

#### **7.2 Introduction to conjunctions**

- 7.2.1 Function of the conjunctions
- 7.2.2 Coordinating conjunctions
- 7.2.3 Subordinating conjunctions
- 7.2.4 Correlative Conjunctions

#### **7.3 Conjunctive adverbs**

- 7.3.1 Commonly used conjunctive adverbs

## **8. Developing oral skills (8 hrs.)**

### **Intended Learning Outcomes**

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

#### **8.1 Telephone skills**

#### **8.2 Public speeches**

#### **8.3 Interpersonal communications**

#### **8.4 Making presentations (Power point)**

## **9. Introduction to general and academic Vocabulary (6 hrs.)**

### **Intended Learning Outcomes**

- 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

#### **9.1 Using dictionaries**

#### **9.2 Recognizing word roots**

#### **9.3 Recognizing prefixes and suffixes**

#### **9.4 Recognizing burrowed words in English**

#### **9.5 Common synonyms, antonyms and homonyms**

## **10. Reported speech (6 hrs.)**

### **Intended Learning Outcomes**

- Form statements in indirect speech
- Recognize the differences between direct and indirect speech
- Ask important information
- Incorporate questioning techniques

10.1 Define direct speech and indirect speech (Ref. 12)

10.2 Distinguish between direct and indirect speech (Ref. 12)

10.3 List the rules for converting direct speech to indirect speech and indirect speech to direct speech (Ref. 12)

10.4 Research famous quotes and turn them into reported speech.

## **11. Conditional sentences (6 hrs.)**

### **Intended Learning Outcomes**

- Use the real conditional tense to listen, speak, read, and write in English
- Use the words when, if, will, and would to indicate the conditional tense

11.1 Zero conditional, used for present, real/factual situations

11.2 First conditional, used for future, real/factual situations

11.3 Second conditional, used for present or future unreal, imaginary situations

11.4 Third conditional, used for past unreal, imaginary situations

## **12. Developing reading skills (12 hrs.)**

### **Intended Learning Outcomes**

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

12.1 Retrieving information from IT related texts

12.2 Scanning and Skimming Skills

12.3 Reading for specific information

12.4 Paraphrasing and summarizing

## **13. Understanding the mechanics of writing (8 hrs.)**

### **Intended Learning Outcomes**

- Uses punctuations appropriately
- Uses abbreviations Numbers in correct format

13.1 Using punctuation conventions

13.2 Using capitals, italics, hyphens

13.3 Using abbreviations and numbers

## **14. Introduction to the process of writing (6 hrs.)**

### **Intended Learning Outcomes**

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

#### 14.1 Introduction to process of writing (Ref: 08)

14.1.1 Brainstorming and drafting

14.1.2 Revising and editing

#### 14.2 Techniques of writing (Ref: 08)

14.2.1 Tense consistency

14.2.2 Topic sentence

14.2.3 Paragraph development

## **15. Introduction to technical writing (8 hrs.)**

### **Intended Learning Outcomes**

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

#### 15.1 Technical reports: Process and structure (Ref: 05)

#### 15.2 Abstracts introductions and conclusions (Ref: 05)

#### 15.3 Document design (Ref: 05)

15.3.1 Headings and table of content

15.3.2 Lists of figures, graphics and tables

15.3.3 Indexing, adding foot notes

## **16. General language skills (10 hrs.)**

### **Intended Learning Outcomes**

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

#### 16.1 Writing memos, Notices, Telegrams (Ref: 04)

#### 16.2 Applications, bio-data, cover letters (Ref: 04)

#### 16.3 Abstracts, reference lists, literature reviews (Ref: 04)

#### 16.4 Business correspondence and resumes (Ref: 04)

**Teaching /Learning Methods:**

Foundation in Information Technology is a self-learning programme. Candidates can learn online at [VLE for FIT \(Virtual Learning Environment for FIT\)](#) where all course learning materials are available online.

Candidates will be provided with access to the [FIT VLE](#) at the registration for FIT programme. Learners are encouraged for higher and continuous engagement with learning at FIT VLE for successful completion of the course.

**Assessment Strategy:****Continuous Assessment (Assignments):**

Continuous assessment of the course consists of two assignments. Assignment 1 will cover the first half of the syllabus, while the assignment 2 will cover the second half of the syllabus.

**Final Examination**

The final examination of the **English for ICT course** will be an e-test which will be conducted in the supervised mode. The e-test will consist of 50 Multiple Choice Questions (MCQs). The duration of the e-test is 2 hours.

Three practical tests for listening, speaking & writing will be conducted.

**References/ Reading Materials:****Main References**

**Ref 1:** Grammar for Communication by Parvathi Nagasundaram

**Ref 2:** Living English Structures by Stannard Allen

**Ref 3:** General English for G.C.E. (A/L)

**Ref 4:** English for IT – UCSC publication.

**Recommended Links:**

**Ref 5:** <https://www.prismnet.com/~hcexres/textbook/>

**Ref 6:** <http://grammar.ccc.commnet.edu/grammar/index.htm>

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

**Ref 8:** <http://grammar.ccc.commnet.edu/grammar/adjectives.htm>

**Ref 9:** <http://www.englishcurrent.com>

**Ref 10:** <http://vlearn.fed.cuhk.edu.hk>. word formation

**Ref 11:** <https://linguisticsunimet.wordpress.com/words-and-word-formation-process>

**Ref 12:** <https://learningpundits.com/module-view/27-direct-&-indirect-speech/1-english-grammar-tips--direct-&-indirect-speech/>