

HAILEY COLLEGE OF COMMERCE
UNIVERSITY OF THE PUNJAB, LAHORE

Course Title: Functional English

Course Code: BEC-101

Program: BS E-Commerce

Credit Hours: 03

Semester: 01

Introduction of the Course (100-150 words)

The basic objective of this course is to enable students to communicate in English language. This course focuses on basics of grammar and composition, sentence structure, vocabulary, and reading comprehension. After studying this course, students would be able to communicate in English in an effective manner. The focus of the course would be on English reading comprehension and basic English writing skills.

Pre-Requisites Course (s) or Other Requirements/Skills:

No specific prerequisites are required to take this course. However, students are expected to have basic understanding of English language as taught in intermediate level.

Course Learning Outcomes

1. Develop understanding on the actual use of Grammar, parts of speech, sentence structure
2. Learning to use direct/indirect speech and active voice and passive voice
3. Learning to do punctuation
4. Building appropriate vocabulary and use of idioms
5. Improving reading comprehension

Course Contents:

Unit-I: Grammar

- 1.1 Basic Grammar and its use in English Language
- 1.2 Grammar for business English

Unit-II: Parts of Speech

- 2.1 Use of verbs
- 2.2 Use of adverbs
- 2.3 Use of nouns and pronouns
- 2.4 Use of adjectives
- 2.5 Use of proposition
- 2.6 Use of conjunctions and interjections

Unit-III: Rules of sentences

- 3.1 Understanding use and tone of declarative, interrogative, imperative, exclamatory, and optative sentences.
- 3.2 Understanding use of simple, compound, complex, multiple, and conditional sentences.

Unit-IV: Tenses

- 4.1 Use and application of tenses
- 4.2 Present tenses, forms, and uses
- 4.3 Past tenses, forms and uses
- 4.4 Future tenses, forms and uses

Unit-V: Direct and indirect speech

- 5.1 Understanding direct and indirect modes of speech and their application.
- 5.2 Using correct verb and punctuation in direct and indirect speech.

Unit-VI: Active and passive voice

- 6.1 Understanding use of active and passive voice.
- 6.2 Ability to transform active voice to passive voice and vice versa.

Unit-VII: Punctuation

7.1 Understanding use of correct punctuation

7.1.1 Use of capital letter

7.1.2 Use of question mark

7.1.3 Use of exclamation mark

7.1.4 Use of full stop

7.1.5 Use of comma

7.1.6 Use of semi-colon

7.1.7 Use of colon

7.1.8 Use of apostrophe

7.1.9 Use of quotation marks

7.1.10 Use of brackets

7.1.11 Use of dash

7.1.12 Use of hyphen

7.1.13 Use of ellipsis

Unit-VIII: Vocabulary

1.1 List of 3000 basic words used in English

1.2 Ability to correctly assign meanings to a specific word and use it in different sentences correctly.

1.3 List of synonyms and antonyms

1.4 Using words in sentences correctly

Unit-IX: Phases and idioms

9.1 Meaning phases and idioms

9.2 List of phases and idioms

9.3 Learning to use idioms and phases in sentences

Unit-X: English Comprehension

10.1 Developing basic English comprehension skills

10.2 Practicing reading English Paragraphs and answering questions correctly

10.3 Developing speed reading skills

10.4 Practicing reading lengthy paragraphs and identifying key points to answer the questions

Teaching-Learning Strategies

Lectures, discussions, presentations, quiz & assignments

Assignments- Types and Number with calendar

Textbooks

In the detail course outline, one may mention chapters of the textbook with the content topic(s).

1. AFC 01- Functional English: Study Text by ICAP

2. The Oxford 3000 – Seventh Edition

Suggested

Readings

Books

1 High School English Grammar & Composition by Wren and Martin