

**Institute of English Studies
Faculty of Arts and Humanities
University of the Punjab, Lahore.
Course Outline**



Programme	BS English Literature	Course Code	GENG-101	Credit Hours	3
Course Title	Functional English				
Course Introduction					
This foundational course in Functional English is designed to develop learners’ essential language skills for effective communication in both academic and professional contexts. The course focuses on improving vocabulary, grammar, and sentence structure, while also fostering comprehension, critical reading, active listening, and professional writing. Emphasis is placed on inclusive and intercultural communication practices to prepare students for participation in a globalized world.					
Learning Outcomes					
On the completion of the course, the students will be able to: 1. Demonstrate enhanced English language proficiency in both written and spoken modes. 2. Apply appropriate vocabulary, grammar, and sentence structures for effective communication. 3. Comprehend and critically analyze a variety of written and spoken texts. 4. Structure and deliver professional and academic documents and oral presentations. 5. Communicate inclusively and adapt language across diverse cultural and social contexts.					
Course Content				Assignments/Readings	
Week 1	Unit-I: Foundations of Functional English 1.1 Vocabulary Building (Contextual usage, synonyms, antonyms, idiomatic expressions) 1.2 Communicative Grammar (subject-verb agreement, verb tenses)			Reading from Bailey, S. (2025). <i>Academic writing: A Handbook for International Students</i> .	
Week 2	1.3 Sentence Structure (simple, compound, complex) 1.4 Fragments and run-ons			Assignment: Combine simple sentences into compound and complex ones.	
Week 3	1.5 Word Formation (affixation, compounding, clipping, back formation) 1.6 Articles and Modifiers			Assignment: Write five pairs of words showing affixation or compounding.	
Week 4	1.7 Word Classes (nouns, verbs, adjectives, adverbs, prepositions, etc.) 1.8 Pronunciation and Sound Production			Record a 1-minute audio of yourself reading a short paragraph aloud, focusing on correct pronunciation.	
Week 5	Unit-II: Comprehension and Analysis 2.1 Purpose, audience, and context 2.2 Reading strategies (skimming, scanning, SQ4R)			Readings from Bailey, S. (2025). <i>Academic writing: A Handbook for International Students</i> .	
Week 6	2.3 Tone, bias, assumptions, stereotypes Tone, bias, assumptions, stereotypes (part-2) 2.4 Critical Reading Practice			Read a short article provided by the instructor. Write a 150-word summary	

	2.5 Inference and Interpretation	identifying the author's purpose, audience and tone
Week 7	2.6 Active Listening and Listening Barriers Active Listening	
Week 8	MID TERM EXAMINATION	
Week 9	Unit-III: Effective Communication 3.1 Principles of communication Clarity, coherence, conciseness	Group presentation assignment
Week 10	3.2 Structuring Documents Introduction, body, conclusion	Short writing exercise: Rearrange jumbled paragraphs of a sample text into correct order (introduction–body–conclusion).
Week 11	3.3 Inclusivity in Language Gender-neutrality, cross-cultural language use	Exercise: Rewrite five sentences to make them gender-neutral or culturally inclusive.
Week 12	3.4 Public Speaking Stage fright, voice modulation, body language Preparation Stage (topic, audience, venue)	Prepare a 2–3 minute speech on any topic (e.g., your favorite hobby, a memorable experience).
Week 13	3.5 Presentation Skills Presentation Stage (AV aids, engagement etc.) Q&A Session and Evaluation Stage (organization, visual aids, engagement) 3.6 Informal Communication: Small talk, networking, conversation starters	Create PowerPoint slides on your speech topic.
Week 14	Unit-IV: Effective Writing Skills 4.1 Professional Writing (Business emails, memos, formal letters) 4.2 Essay / Creative Writing (Kinds of essays: Descriptive, Narrative, Argumentative, Expository, Persuasive)	Assignment: Write an email to your course instructor requesting an extension on an assignment due to illness.
Week 15	4.3 Essay Writing (Structure, thesis statement, body paragraphs, arguments with supporting evidence, analysis, organization, transitions, referencing of sources) Final Project Presentations / Review and Feedback	Assignment: Essay writing: “The Role of Technology in Education”
Week 16	END TERM EXAMINATION	

Textbooks and Reading Material

1. Textbooks

- Bailey, S. (2025). *Academic writing: A Handbook for International Students*. Routledge.
- McCarthy, M., McCarten, J., & Clark, D. (2014). *Touchstone: Student's book 1* (2nd ed.). Cambridge University Press.
- Murphy, R. (2019). *English Grammar in Use* (5th ed.). Cambridge University Press.

2. Suggested Readings

- Johns, J., & Lenski, S. (2018). *Improving Reading: Strategies, Resources, and Common Core Connections*. Kendall Hunt.
- Swan, M. (2016). *Practical English Usage*. Oxford University Press.

Teaching Learning Strategies

1. Lectures with interactive discussions
2. Individual and group assignments
3. Role-play and simulation exercises
4. Oral presentations and peer feedback
5. Multimedia resources for pronunciation and listening practice

Assignments: Types and Number with Calendar

Week	Assignment Type	Description
3	Quiz	Grammar and vocabulary quiz
6	Reading Comprehension	Text-based analysis task
12	Public Speaking Practice	Individual short speech
15	Writing Portfolio	Business email, memo, and letter

Assessment

Sr. No.	Elements	Weightage	Details
1.	Midterm Assessment	25%	Written Assessment at the mid-point of the semester.
2.	Formative Assessment	15%	Continuous assessment includes: Classroom participation, assignments, presentations, viva voce, attitude and behavior, hands-on-activities, short tests, projects, practical, reflections, readings, quizzes etc.
3.	Final Assessment	60%	Written Examination at the end of the semester. It is mostly in the form of a test, but owing to the nature of the course the teacher may assess their students based on term paper, research proposal development, field work and report writing etc.