

**Punjab University College of
Pharmacy Faculty of Pharmacy
University of the Punjab, Lahore
Course Outline**



Programme	Pharm.D 1st Semester	Course Code	Functional English I (ENG-109)	Credit Hours	3
Course Title	Functional English				
Course Introduction					
This course is designed to equip first-year undergraduate students with a strong foundation in the English language for academic and professional purposes. It focuses on reactivating and strengthening core grammatical structures while integrating these into the four key language skills: reading, writing, listening, and speaking. The course emphasizes practical application, enabling students to communicate accurately, clearly, and confidently in various contexts.					
Learning Outcomes					
On the completion of the course, the students will be able to: • Apply enhanced English communication skills through effective use of word choices, grammar, and sentence structure. • Produce clear and understandable English pronunciation and construct simple, compound, complex, and compound-complex sentences correctly. • Interpret tones, biases, stereotypes, assumptions, and inferences in communication. • Demonstrate active listening by overcoming listening barriers and practicing focused listening. • Apply principles of inclusive communication effectively. • Structure written documents effectively. • Produce professional writing including business emails, memos, reports, and formal letters. • Develop competence in informal communication including small talk, networking, and conversational skills. • Organize presentation content logically, design effective visual aids, and engage audiences. • Manage stage fright, modulate voice, and use appropriate body language in public speaking.					
Course Content			Assignments/Readings		
Week 1	Foundations of Functional English: Word formation (affixation, compounding, clipping, back formation, etc.), Sound production and pronunciation.		Assignment: Practice the concepts given in the class.		
	Vocabulary building (contextual usage, synonyms, antonyms and idiomatic expressions) modifiers, articles and word classes.				
	Practice the word formation and article, modifier.				

Week 2	Communicative grammar (subject-verb-agreement, verb tenses, fragments, run-ons)	Practice the concepts given in the class.
	Sentence structure (simple, compound, complex and compound-complex)	
	Practice of sentence structure.	
Week 3	Understanding purpose and audience.	Revision of the topic.
	Understanding purpose, audience and Context.	
	Contextual interpretation (tones, biases and stereotypes)	
Week 4	Contextual interpretation: assumptions and inferences.	Revision of the topic.
	Revision of contextual interpretation.	
	Discussion on the assignment topic	
Week 5	Active listening	Revision of the topic.
	Active listening (Focused Listening.)	
	Discussion of assignment errors.	
Week 6	Active listening (components of listening).	Revision of the topic.
	Active listening (Quiz)	
	Active listening (overcoming listening barriers.)	
Week 7	Active listening: Role of interpretation in listening.	Revision of the topic.
	Create relevance with previous topics: understanding audience, purpose and context.	
	Relevance with Contextual interpretation.	
Week 8	Reading strategies (what is it and its importance)	Revision of the topic.
	Reading strategies (skimming, scanning)	
	Reading strategies (SQ4R, critical reading)	
Week 9	Reading strategies (practice of these with the help of text.)	Revision of the topic.
	Communication: introduction and values of it.	
	Communication: (clarity, coherence and conciseness)	Revision of the topic.
Week 10	Communication: (other 4 Cs)	Revision of the topic.
	Communication: (oral test base discussion over 7Cs)	Revision of the topic.
	Inclusivity in communication: its requirement and role)	Revision of the topic.
Week 11	Inclusivity in communication: (gender-neutral language, stereotypes, cross-cultural communication)	Revision of the topic.
	Communication: relevance of both topics done before.	Revision of the topic.
	Professional writing: (business e-mails)	Practice of the Writing.

Week 12	Professional writing: (business e-mails) Practice Day. + Assignment Topic given	Practice of the Writing.
	Structuring documents (introduction and body)	Revision of the topic
	Structuring documents: (conclusion and its types)	
Week 13	Structuring documents: (formatting + Assignment Discussion)	
	Professional writing: (Formal E-mails)	
	Professional writing: (Formal E-mails) Practice Day.	
Week 14	Informal communication (what is it, need and comparison with formal talks.)	
	Informal communication (small talk, networking and conversational skills)	
	Presentation skills (organization content, visual aids)	
Week 15	Presentation skills: (role of audience and stage fright, voice modulation and body language.)	
	Presentation skills: Presentation Day	
	Presentation skills: Presentation Day	
Week 16	Professional writing: Memo	
	Professional writing: Reports	
	Professional writing Practice Day.	

Textbooks and Reading Material

1. “Understanding and Using English Grammar” by Betty Schramper Azar.
2. “English Grammar in Use” by Raymond Murphy.
3. “The Blue Book of Grammar and Punctuation” by Jane Straus.
4. “English for Specific Purposes: A Learning-Centered Approach” by Tom Hutchinson and Alan Waters.
5. “Cambridge English for Job-hunting” by Colm Downes.
6. “Practical English Usage” by Michael Swan.
7. “Reading Literature and Writing Argument” by Missy James and Alan P. Merickel.
8. “Improving Reading: Strategies, Resources, and Common Core Connections” by Jerry Johns and Susan Lenski.
9. “Comprehension: A Paradigm for Cognition” by Walter Kintsch.
10. “Communication Skills for Business Professionals” by J.P. Verma and Meenakshi Raman

Assignments: Types and Number with Calendar

Assignment/presentation (20 marks)			Class quiz (30 marks)	
No.	Week	Deadline for submission	No.	Week
Assignment 1 (Pre-mid)	Week 4	Within the timeline assigned by the teacher	Quiz 1 (pre-mid)	Week 6
Assignment 2 (Post-mid)	Week 12			
			Quiz 2 (post-mid)	Week 15