UNIVERSITY LAW COLLEGE
FACULTY OF LAW
UNIVERSITY OF THE PUNJAB, LAHORE
COURSE OUTLINE
SEMESTER-I

Programme	**Bachelor of Laws (LLB)**	**Course Code**	**GENG-101**	**Credit Hours**	**3**
Course Title	**Functional English**				
Domain	**General Education**				

Course Introduction

The Functional English course 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

By the end of this course, students will be able to:

- Demonstrate enhanced English language proficiency in both written and spoken modes.
- Apply appropriate vocabulary, grammar, and sentence structures for effective communication.
- Comprehend and critically analyze variety of written and spoken texts.
- Structure and deliver professional and academic documents and oral presentations.
- 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:** Functional English by Ilmi Kitab Khana, Ch1+2 Vocab Development, **Assignment:** Vocabulary: New words with synonyms & Antonyms and Grammar: verb tenses,exercises.
Week 2	**UNIT-I: Foundations of Functional English** 2.1 Sentence Structure (simple, compound, complex) 2.2 Fragments and run-ons 2.3 Word Formation (affixation, compounding, clipping, back formation)	**Reading:** Murphy, R. (2019). English Grammar in Use (5th ed.). Cambridge University Press. **Assignment:**Sentences Types and grammar in use. Sentence Fragments **Activity:** Structural type of Sentences and Word formation (Affixation)
Week 3	**UNIT-I: Foundations of Functional English** 3.3 Articles and Modifiers	**Reading**: Murphy, R. (2019). English Grammar in Use (5th

	3.2 Word Classes (nouns, verbs, adjectives, adverbs, prepositions, etc.) 3.3 Pronunciation and Sound Production	ed.). Cambridge University Press. Swan, M. (2016). Practical English Usage. Oxford University Press Functional English llmi Kitab Khana Parts of Speech **Task:** Article and Modifiers Correction.
Week 4	**UNIT-II:Comprehension and Analysis** 4.1 Purpose, audience, and context 4.2 Reading strategies (skimming, scanning, SQ4R)	Reading: Johns, J., & Lenski, S. (2018). Improving Reading: Strategies, Resources, and Common Core Connections. Kendall Hunt. **Assignment:**Reading Comprehensive + Critical reading
Week 5	**UNIT-II: Comprehension and Analysis** 5.1 Tone, bias, assumptions, stereotypes Tone, bias, assumptions, stereotypes (part-2)	Reading Comprehension& Strategies: McCarthy, M., Mc Carten, J., & Clark, D. (2014). Touchstone: Student's book 1 (2nd ed.). Cambridge University Press. **Activity:** Purpose, audience, context identification of text
Week 6	**UNIT-II: Comprehension and Analysis** 6.1 Critical Reading Practice	McCarthy, M., Mc Carten, J., & Clark, D. (2014). Touchstone: Student's book 1 (2nd ed.). Cambridge University Press.
Week 7	**UNIT-II: Comprehension and Analysis** 7.1 Inference and Interpretation	**Assignment/ Activity:** Indentifying bias in a newspaper editorial
Week 8	**UNIT-II: Comprehension and Analysis** 8.1 Active Listening and Listening Barriers Active Listening	Reading: Johns, J., & Lenski, S. (2018). Improving Reading: Strategies, Resources, and Common Core Connections. Kendall Hunt. Bailey, S. (2025). Academic writing: A Handbook for International Students. Routledge. **Activity:** Critical Anlaysis of a 500- word article (tone, bias assumptions)

Week 9	**Mid Term Examination**	
Week 10	**UNIT-III:Effective Communication** 10.1 Principles of communication Clarity, coherence, conciseness 10.2 Structuring Documents Introduction, body, conclusion	Reading: Functional English Ilmi Ch. 10 Principles of Effective communication **Activity:**300 word memo applying 3c's of Communication.
Week 11	**UNIT-III: Effective Communication** 11.1 Inclusivity in Language Gender-neutrality, cross-cultural language use	Functional English Ilmi Ch. 10. **Assignment/ Activity**: 7'cs of Effective communication re-write gender biased sentences to neutral ones.
Week 12	**UNIT-III: Effective Communication** 12.1 Public Speaking Stage fright, voice modulation, body language Preparation Stage (topic, audience, venue)	**Quiz/ Presentation:** Principles of Communication. Functional English Ilmi Ch 13: Presentation skills
Week 13	**UNIT-III: Effective Communication** 13.1 Presentation Skills Presentation Stage (AVaids, engagement etc.) Q&A Session and Evaluation Stage (organization, visual aids, engagement)	Swan, M. (2016). Practical English Usage. Oxford University Press. Functional English Ilmi Ch 13: Presentation skills
Week 14	**UNIT-III: Effective Communication** 14.1 Informal Communication: Smalltalk, networking, conversation starters	Swan, M. (2016). Practical English Usage. Oxford University Press. **Role Play Activity:** 2 minutes small talk and networking conversation.
Week 15	**UNIT-IV: Effective Writing Skills** 15.1 Professional Writing (Business emails, memos, formal letters)	Bailey, S. (2025). Academic writing: A Handbook for International Students. Routledge Swan, M. (2016). Practical English Usage. Oxford University Press. **Assignments:**Business scripts Writing, Formal Correspondence(writing formal letter and business email).
Week 16	**UNIT-IV: Effective Writing Skills** 16.1 Essay/ Creative Writing (Kinds of essays: Descriptive, Narrative, Argumentative, Expository, Persuasive)	**Presentation:** Types of essay; description narratives, persuasive, Expository and Argumentative.
Week 17	**UNIT-IV: Effective Writing Skills** 17.1 Essay Writing (Structure, thesis statement, body paragraphs, arguments with supporting evidence, analysis, organization, transitions, referencing of sources) Final Project Presentations/Review and Feedback	English Ilmi Ch. 16 Academic writing and referencing APA/MLA Referencing Guide Handout **Assignment/Activity:** 1000 word essay (Research topic) draft + tentative a short presentation on it.

Week 18	Final Term Examination	

Textbooks and Reading Material

1. Textbooks:

The books and reading material listed below will serve as both the primary textbooks and reference material.

2. Suggested Readings:

1. Bailey, S. (2025). Academic Writing: A Handbook for International Students. Routledge.
2. McCarthy, M., McCarten, J., & Clark, D. (2014). Touchstone: Student's book 1 (2nd ed.). Cambridge University Press.
3. Murphy, R. (2019). English Grammar in Use (5th ed.). Cambridge University Press.
4. Johns, J., & Lenski, S. (2018). Improving Reading: Strategies, Resources, and Common Core Connections. Kendall Hunt.
5. 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

1. Quizzes
2. Presentations and Viva voce
3. Description/ Problem- Based Assignments
4. Case Study Analysis

Assessment

Sr. No.	Elements	Weightage	Details
1.	Midterm Assessment	20%	Written Assessment at the mid-point of the semester.
2.	Formative Assessment	10%	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	70%	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.