

University of the Punjab
Course outline

Associated Degree in Commerce (Specialization in Accounting & Finance)

Semester	1		
Course Name	Functional English		
Course Code	ADC 304		
Credit Hours	3		
Prerequisites	For the acquisition of English as second language learners, students should be able to have the ability of utilizing best their four skills i.e. listening, reading, writing and speaking.		
Follow Up			
Objectives to achieve	<ul style="list-style-type: none"> • To develop an impressive expression in the written and oral communication of the students which will make them able to compose various expressions in a precise and concrete manner with the help of impressive word bank to meet the challenges of competitive environment confidently. • To make the students able to improve their language expression according to the international standards 		
Teaching Strategies	<ul style="list-style-type: none"> i. Lectures ii. Handouts iii. Group discussions iv. Class-room presentations v. Projects and term paper vi. Quizzes 		
Assessment Criteria	Mid-term (Assessment by respective College)		Final Examination (Assessment by University of the Punjab)
	40 %		60 %
	Quizzes and Tests, Assignment and Presentations, Viva, Attendance, Class Participations and discipline etc.	Written Paper	Written Paper

Weekly Lecture Plan/Syllabus

Week	Topic	Detail
1	Sentence Structure	Students will know about the basic sentence structure including subject, Predicate, Complement
2	Noun + Pronoun	The detailed classification of Noun and Pronoun with examples and their identification in continuous writing
3	Verb + Adverbs	The three form of verb and its classification as Transitive and Intransitive Verbs The Types of adverb and how are they used in every day life
4	Articles + Adjectives	The difference and need of appropriate articles and types of adjectives
5	The participle + the gerunds + the auxiliary + Pairs of Words	The details relevant to the topic and their practice in continuous writing
6	Punctuation + Pair of words	For the correct usage of formal writing by making the meanings clear and to improve vocabulary
7	Comprehension	To develop the understanding of questions and selecting their appropriate and accurate answers according to the need
8	Sentences based on Function and Structure	The further types with the description of Phrases and Clauses and their further classification is included
9	The Tenses	To provide the students proper structure of English grammar to improve their oral and written English.
10	Active and passive voice + Prepositions	Different types of sentences according to different situations
11	Direct and Indirect narration + Prepositions	It develops a co-ordination between writing and oral communication.
12	Synonyms + Antonyms + one word substitution	Students will add up new words in their word bank.
13	Idiomatic phrases	To give pithy expression to their writings.
14	Précis writing	How to analyse and synthesise words.

15	Essay writing	To give expression to their thoughts and convert it in to words. Practice is required
16	Revision + exercises	To resolve the queries of the students.

Primary Recommended Book	Functional English for B.Com (I.T) By Prof. A.R.Chohan High School English Grammar By Wren & Martin
Additional Books	<ol style="list-style-type: none"> 1. Atta-ur-Rehman, <i>Functional English</i>, Furrkh & Brothers, Lahore 2. J. Chilver , <i>English for Business A Functional Approach</i>, DP Publication Limited. 3. Michael Swan, <i>Practical English Usage</i>, Oxford University Press. 4. A.J. Thomson & A.V. Martinet, <i>A Practical English Grammar</i>. 5. Robert E. Barry, <i>Basic Business English</i>, Prentice Hall Inc. Englewood Cliffs New Jersey.