

Course Title: Functional English**Course Description and Objectives**

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.

Prerequisites:

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.

Learning Objectives

- Grammar and its uses - Basic uses of grammar and its importance to learn and use a language
- Parts of Speech - Understanding use of verb, adverb, noun, pronoun, adjective, preposition, conjunction, and interjection in English sentences.
- Rules of Sentences - Understanding use and tone of declarative, interrogative, imperative, exclamatory, and optative sentences. - Understanding use of simple, compound, complex, multiple, and conditional sentences.
- Tenses - Understanding use and application of tenses in different sentences.
- Direct and indirect speech - Understanding direct and indirect modes of speech and their application.

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Tenses - Understanding use and application of tenses in different sentences.

Direct and indirect speech - Understanding direct and indirect modes of speech and their application.

Using correct verb and punctuation in direct and indirect speech.

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

Punctuation - Understanding use of correct punctuation including use of capital letter, question mark, exclamation mark, full stop, comma, semi-colon, colon, apostrophe, quotation marks, brackets, dash, hyphen, and ellipsis.

Vocabulary - Ability to use 3000 basic words used in English word. - Ability to correctly assign meanings to a specific word and use it in different sentences correctly.

Vocabulary - Basic synonyms and antonyms. - Using words in sentences correctly.

Phrases and idioms - Understanding use of phrases and idioms.

Phrases and idioms - Ability to use phrases and idioms in a sentence correctly

Comprehension - Developing skill of basic English comprehension.

Comprehension - Ability to comprehend written English paragraphs and answer questions from that paragraph correctly.

Speed reading - Ability to identify key points in a lengthy paragraph and answer questions from the paragraph in a correct manner.

Teaching Methods:

Lectures, discussions, presentations, quiz & assignments

Assessment Mechanism/Criteria

40% (40 Marks)	Internal Assessment by affiliated institution	*15Marks for Assignments, Quizzes and others **25 Marks for Mid-term Exam
60% (60Marks)	External Assessment by the Punjab University	Final Term Examination

Suggested Readings:

1. AFC 01- Functional English: Study Text by ICAP
2. High School English Grammar & Composition by Wren and Martin
3. The Oxford 3000 – Seventh Edition