

The Superior University, Lahore

Course Outline

Course Information	Course Title	Functional English				
	Course ID		Course Type	English Language		
	Credit hours	3	Hours per week (C-L)	3-0		
	Programs	BS	Preferred Semester	1		
	Date	October, 2024	Version	1		
Offered Course Information	Programs		Semester Session	Fall 2024		
	Instructor(s)	3	Hours per week (C-L)	3-0		
Course Description	<p>This course enhances students' proficiency in English grammar and composition through the exploration of essential grammatical concepts, including parts of speech and sentence structures. Students will learn to construct well-structured, grammatically accurate texts for both formal and informal academic and professional contexts. Engaging in writing and speaking activities, learners will also provide constructive feedback to peers, fostering critical analysis and effective communication skills. By the end of the course, students will be equipped to confidently navigate diverse communication challenges.</p>					
Course learning Outcomes	<i>At the end of this course students will be able to;</i>					
	No.	Outcome	BT Level	Relation with PLO		
	CLO 1.	Identify and use essential grammatical concepts such as parts of speech and sentence structures in their writing and speaking activities.	C 2			
	CLO 2.	Construct well-structured, grammatically accurate written texts in formal and informal settings for academic and professional contexts.	C 3			
CLO 3.	Demonstrate effective behaviour by providing constructive feedback on fellow students' performances, representing the ability to analyze.	A 2				
Lecture type	Lectures, Activities, Group Discussions					
Prerequisites	NA					
Follow up Courses	Expository Writing					
Course Software or Tool	MS. Word, PowerPoint, Multimedia					
Textbook References	Title	Edition	Authors	Publisher	Year	ISBN
	Conversation Book II – English in Everyday Life		T. K. Carver and S. Fortinos-Riggs,	New York: Pearson Education Limited	2006	
	Oxford Practice Grammar		J. Eastwood	(Karachi: Oxford University Press	2005	
	Practical English Usage		J. Swan	New York: Oxford University Press	2005	

	A Practical English Grammar		J. Thomson and A. V. Martinet	New York: Oxford University Press	1986	
	The 7 Habits of Highly Effective People		Stephen R. Covey			
Assessment Criteria (100%)	Assessment	Weight	Assessment			Weight
	Assignment	20%	Quiz/ Viva			10%
	Lab		Project / Presentation/Assignment			20%
	Attendance	0%	Participation			0%
	Mid Term	20%	Final			30%
Methods of Evaluation	Quizzes, Project work, Presentations, Written examination					
Notes						

Course Contents				
Week No.	Topic	Lecture No.	Lecture Contents	Relation with CLO
W1.	Course Introduction, overview, and Introduction to Course Learning Outcomes	L1.	Course introduction, overview, and Introduction to Course Learning Outcomes Introduction to all language skills	CLO 1
		L2.		
W2.	Introduction to Parts of Speech	L3.	Introduction of vocabulary through parts of speech: noun, verb, adverbs, and adjectives etc	CLO 1
		L4.		
W3.	Phrases, Types of Phrases	L5.	Auxiliaries & Modals, Noun Phrase, Adjective Phrase, Adverb Phrase	CLO 1
		L6.	Phrases Activities, Identification of Phrases	
W4.	Kinds of Sentences	L7.	Simple, Compound and Complex Sentences	CLO 1
		L8.	Clauses, Types of Clauses	CLO 1
W5.	Paragraphing Writing	L9.	Structure of Paragraph. Topic Sentence, Supporting Sentences. Concluding Sentence	CLO 1
		L10.	Identification of Sentences Characteristics of a Good Paragraph	CLO 1
W6.	Comprehension Writing	L11.	Reading the original Text, Identify the main points Summary Writing	CLO 2
		L12.	Revise and Edit, Ensure Accuracy	
W7.	Reflective Writing	L13.	Key elements of Reflective Writing, Description, Interpretation, Outcome and Learning, Strengths and Weaknesses, Personal Insight	CLO 1-2-3
		L14.		

W8.		L15.	Mid Term Examination	CLO 1-2-3
		L16.		
W9.	Argumentative Writing	L17.	Argumentative Paragraphs	CLO 1-2-3
		L18.	A Sample of Argumentative Essay	CLO 1-2-3
W10.	Argumentative Essay	L19.	Thesis Statement, Body Paragraph,	CLO 1-2-3
		L20.	Counter Argument, Rebuttal	CLO 1-2-3
W11.	Note Taking	L21.	The Elements and Structure of Notes	CLO 1-2-3
		L22.	Practice of Note Taking	CLO 1-2-3
W12.	Precis Writing	L23.	Focus on the main Idea, Maintain Clarity, Using Concise Language, Avoid Personal Opinion	CLO 1-2-3
		L24.	Precis Writing Practice	CLO 1-2-3
W13.	Email Writing	L25.	Beginning Style, Body, Closing Style, Courtesy Note	CLO 1-2-3
		L26.	Key Phrases	CLO 1-2-3
W14.	Analytical Essay	L27.	Introduction, Body Paragraphs, Conclusion	CLO 1-2-3
		L28.	Sample Essay	CLO 1-2-3
W15.	Revision	L29.	Revision	CLO 1-2-3
		L30.		
W16.	Mock IELTS	L31.	MOCK IELTS	CLO 1-2-3
		L32.		
W17.	Final exam		Final exam	CLO 1-2-3