University of Engineering and Technology Lahore
Department of Humanities, Social Sciences and Modern Languages
Course Outline

Course Title: Functional English
Contact Hours: 03 per week
Credit Hours: 03

Course Description:

The purpose of this course is to improve the proficiency of the undergraduate engineering students in spoken and written English. By integrating listening, speaking, reading, and writing on an advanced, it aims at developing their language skills and enhancing their contextual use of English. With a focus on social interaction, the course draws specific attention to the accurate use of linguistic structures and emphasizes the improvement of pronunciation, comprehension, and levels of formality.

Course Objectives

1. To enable the students to listen, understand and respond to verbal communication in a range of familiar contexts
2. To develop students' understanding of everyday words and their uses and effects, and apply this understanding in different contexts
3. To enable the students to read with accuracy straightforward texts encountered in everyday life and work
4. To enable the students to write straightforward texts and documents with clarity and effectiveness, and demonstrate a sound grasp of spelling, punctuation and grammar.

Evaluation Criteria:

Sessional: 30 Marks
Midterm Exam: 30 Marks
End term Exam: 40 Marks

Attendance Policy:

UET attendance policy (minimum 75% attendance) will be strictly observed for any evaluation.

Reference Books:

1. Michael Swan. Practical English Usage. Oxford University Press [2005].
2. Academic Language Function Toolkit. District-Wide Academic Support Teams [2010].
3. Janet Gerber. 650+ English Phrases for Everyday Speaking. [2014]
4. Sidney Greenbaum. Oxford English Grammar. Oxford University Press [1996].

Course Contents: Functional English

Weeks	Contents
1+2	A. Tenses B. Parts of Speech C. Sentence structure D. Subject verb agreement E. Complex Sentences F. Punctuation G. Direct and Indirect constructions H. Passive and active voice I. Coherence and cohesion
3	A. Common grammatical errors
4	A. Vocabulary building B. Transition words C. Idioms D. Phrasal verbs
5	A. Writing paragraphs (Narrative, descriptive, expository, and argumentative, etc.) B. Writing Essays
6	A. Paraphrasing
7	A. Summarizing
8	Exam Week
9+10	A. Functional use of English B. Role Play Activities
11	A. Reading Comprehension (at least 10 passages)
12	A. Listening Comprehension
13	A. Speaking and writing on a variety of topics provided by the instructor
14	A. Pronunciation practice (rules, correction, and rehearsal) B. Translating texts from Urdu/Arabic into English C. Reviewing texts and presenting or writing short review reports D. Describing graphs, charts, and tables

15+16	Presentations