



**Cyber Security, Architecture, &
Pakistan Studies
FALL-25
FUNCTIONAL ENGLISH**

Course Title: Functional English
Course Code: ENG-101
Credit Hours: (03 Chs)
Course Instructor: Mr. Adnan Ahmed
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Description:

Functional English is a practical language course designed to improve a student's English communication skills for everyday situations. Whether one is a beginner or seeking to enhance existing skills, this course covers essential language skills, real-life scenarios, and cultural insights. The student shall learn to converse confidently, navigate common situations, and, optionally, master business English. With practical exercises and assessments, one shall acquire the skills needed for successful communication, making everyday interactions in English more comfortable.

Aims and Objectives

The Functional English course aims to equip learners with the practical language skills needed for confident and effective communication in real-life scenarios. Through improving core language skills, fostering real-life communication abilities, and providing insights into everyday language usage and cultural understanding, the course empowers participants to navigate diverse situations with ease. Optional modules in business and workplace communication, along with practical exercises and assessments, which will ensure that the learners emerge with the proficiency to excel in both personal and professional English language interactions.

S. No	Assessment Activities	Percentage	Total Activities
1.	Sessional: Quizzes/ Assignments (Quizzes & Assignments)	30%	---
2.	Mid Term Exam	30%	1
3.	Final Exam	40%	1



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Course Outlines:

WEEKS	LEC #	SUB TOPICS	REFERENCE	(%) Course Covered
Week 1	Lec: 01	Ice-breaking and Introduction to Functional English	Slides/any book /any web link etc	3.125%
	Lec: 02	Diagnostic test		6.25%
Week 2	Lec:03	Parts of Speech	Oxford Practice Grammar	9.37%
	Lec:04	Reading Comprehension (Skimming, Scanning & inference)	Slides and Recommended books: 2 and 3.	12.5%
Week 3	Lec:05	Reading practice	Recommended books: 2 and 3. Worksheets	15.625%
	Lec:06	Vocabulary and Word-formation	Exploring the world of English (Sayyid Saadat Ali Shah)	18.75%
Week 4	Lec 07	Punctuation	Recommended reading no. 02	21.875%
	Lec 08	Subject verb agreement	Oxford Practice Grammar John Eastwood	25%
Week 5	Lec 09	Sentence types	Exploring the World of English (Sayyid Saadat Ali Shah)	28.125%
	Lec 10	Free writing		31.25%
Week 6	Lec 11	Listening task	www.TedX.com	34.375%
	Lec 12	Speaking activity (fluency & accuracy)	www.TedX.com BBC English Podcasts	37.5%
Week 7	Lec 13	Reading task	EnglishForEveryone.org	40.625%
	Lec 14	Writing process	Recommended books: 2 & 3.	43.75%



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Week 8	Lec 15	Pre-writing techniques		46.875%
	Lec 16	Paragraph writing		50%
Week 9	Lec 17	Writing practice		
Week 10	Lec 18	Transitional device		56.25%
	Lec 19	Figurative use of language		59.375
Week 11	Lec 20	Listening practice		62.5%
	Lec 21	Speaking practice	IELTS Cue-card practice	65.625%
Week 12	Lec 22	Understanding contextual clues		68.75%
	Lec 23	Reading practice		71.875%
Week 13	Lec 24	Use of prepositions		75%
	Lec 25	Use of articles		78.125%
Week 14	Lec 26	Types of paragraph		81.25%
	Lec 27	Paragraph writing (activity)		84.375
Week 15	Lec 28	Introduction to précis writing		87.5%
	Lec 29	Précis writing (continued)		90.625%
Week 16	Lec 30	Introduction to essay writing		93.75%
	Lec 31 & 32	Types of essay		100%

Recommended Books

- 1- English Grammar in Use (Raymond Murphy)
- 2- Oxford Practice Grammar (John Eastwood)
- 3- Exploring the World of English (Sayyid Saadat Ali Shah)
- 4- High School English Grammar and Composition (Wren & Martin)



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