

DEPARTMENT OF SOCIAL SCIENCES

IQRA UNIVERSITY ISLAMABAD

COURSE DESCRIPTION FORM

INSTITUTION: Iqra University, Islamabad Campus (A campus of Iqra University, Karachi)

Course Code	HUM111								
Course Title	Functional English								
Credit Hours	03								
Prerequisites by Course(s) and Topics	none								
Course Description	The purpose of this course is to provide students comprehension of English Language, using texts of high complexity, integrated language arts, study in reading, writing, speaking and listening for university and career preparation. The course emphasizes active reading of varied texts as well as the logical inferences that can be drawn, writing for varied purposes, effective listening and confident and correct speaking.								
Course Objectives	<p>Main objectives of this course are as following:</p> <ul style="list-style-type: none"> • Acquiring four major English Language Skills – Reading, Writing, Speaking, Listening • Learning Basics of Grammar to overcome common errors in written and oral communication. • Familiarity with Parts of Speech to construct correct sentences. • Learning Grammar through interactive resources • Vocabulary-building • Learning Verb tenses and voices. 								
Assessment Instruments with Weights(homework, quizzes, midterms, final, programming assignments, lab work, etc.)	<table> <tr> <td>• Quizzes</td><td align="right">20%</td></tr> <tr> <td>• Assignments/Presentations/Project</td><td align="right">20%</td></tr> <tr> <td>• Midterm Exam</td><td align="right">20%</td></tr> <tr> <td>• Final Exam</td><td align="right">40%</td></tr> </table>	• Quizzes	20%	• Assignments/Presentations/Project	20%	• Midterm Exam	20%	• Final Exam	40%
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Course Coordinator	Mr. Nadeem Ashraf /Ms. Sidra Mufti								
URL (if any)	Englishforeveryone.org/englishpage.com/https://iqra.blackboard.com/								
Current Catalog Description									
Textbook (or Laboratory Manual for Laboratory Courses)	<ul style="list-style-type: none"> • Englishpage.com • Howe, D. H, Kirkpatrick, T. A., & Kirkpatrick, D. L. (2004). <i>Oxford English for Undergraduates</i>. Karachi: Oxford University Press. 								
Reference Material	<ul style="list-style-type: none"> • Eastwood, J. (2004). <i>English Practice Grammar</i>: Oxford University Press 								

	<ul style="list-style-type: none"> Murphy, R. (2003). <i>Grammar in use</i>. Cambridge: Cambridge University Press. 												
Course Goals	<p>After completion of this course students would be able to understand:</p> <ul style="list-style-type: none"> Sentence Structure Correct Use of Tenses especially Past and Present Tenses Identifying Parts of Speech Verb/Subject Agreement Reading and analyzing comprehension passage Writing correct Sentences Use of online resources (ESL/EFL websites) to improve language skills. 												
Topics Covered in the Course, with Number of Lectures on Each Topic (assume 15-week instruction and 3 hour lectures)	<table border="1"> <thead> <tr> <th></th><th>Topics Covered</th></tr> </thead> <tbody> <tr> <td>1.</td><td> <u>Introduction</u> <ul style="list-style-type: none"> Introduction to the course Introduction to the four skills of English Language Selected reading materials </td></tr> <tr> <td>2.</td><td> <u>Parts of Speech</u> <ul style="list-style-type: none"> Nouns Pronouns Verbs Introduction to Simple Sentences Form & Usage Practice of the concepts studied </td></tr> <tr> <td>3.</td><td> <u>Parts of Speech</u> <ul style="list-style-type: none"> Articles Adjectives Adverbs Interjections/ Conjunctions Prepositions <u>Basics of Academic Presentations</u> <ul style="list-style-type: none"> Strategies for giving Academic Presentation Development of effective Power Point slides Quiz # 1: Parts of Speech Activity: Application of concepts discussed </td></tr> <tr> <td>4.</td><td> <u>Public Speaking</u> <ul style="list-style-type: none"> Effective strategies for public speaking </td></tr> <tr> <td>5.</td><td> <u>Sentence Structures</u> <ul style="list-style-type: none"> Compound Sentences Complex Sentences Assignment </td></tr> </tbody> </table>		Topics Covered	1.	<u>Introduction</u> <ul style="list-style-type: none"> Introduction to the course Introduction to the four skills of English Language Selected reading materials 	2.	<u>Parts of Speech</u> <ul style="list-style-type: none"> Nouns Pronouns Verbs Introduction to Simple Sentences Form & Usage Practice of the concepts studied 	3.	<u>Parts of Speech</u> <ul style="list-style-type: none"> Articles Adjectives Adverbs Interjections/ Conjunctions Prepositions <u>Basics of Academic Presentations</u> <ul style="list-style-type: none"> Strategies for giving Academic Presentation Development of effective Power Point slides Quiz # 1: Parts of Speech Activity: Application of concepts discussed 	4.	<u>Public Speaking</u> <ul style="list-style-type: none"> Effective strategies for public speaking 	5.	<u>Sentence Structures</u> <ul style="list-style-type: none"> Compound Sentences Complex Sentences Assignment
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	6.	<u>Present Tenses +Narrative Writing</u> <ul style="list-style-type: none"> • Present Indefinite Tense • Present Continuous Tense • Present Perfect Tense • Present Perfect Continuous Tense • Quiz # 2: Tenses
	7.	<u>Past Tenses</u> <ul style="list-style-type: none"> • Past Simple Tense • Past Continuous Tense • Past Perfect Tense • Past Perfect Continuous Tense • Understanding the form and usage of different tenses <u>Future Tenses</u> <ul style="list-style-type: none"> • Future Simple • Future Continuous • Future Perfect • Future Perfect Continuous • Quiz # 3: Present and Past Tense
	8.	<u>Reading Comprehension</u> <ul style="list-style-type: none"> • Skimming • Scanning • Reading for Inferences • Class Activity: Practice of basic reading strategies
	9	<ul style="list-style-type: none"> • Revision
	10.	<u>Basics of Descriptive Essay Writing</u> <ul style="list-style-type: none"> • Writing Descriptions • Writing detailed descriptive essays • Class Activity: Constructing short Descriptions and presenting them.
	11.	<u>Subject Verb Agreement +Common Errors in English</u> <ul style="list-style-type: none"> • Understanding the form and usage • Assignment / Class Activity • Quiz # 4: Subject Verb Agreement
	12.	<u>Picture Story Writing</u> <ul style="list-style-type: none"> • Construction of Effective picture Story • Characteristics of a Good Narrative • Topic Sentence • Supporting Sentences • Concluding Sentence • Class Activity: Writing Picture Story practice

	13.	<u>Application Writing</u> <ul style="list-style-type: none">• Format and Structure of Application• Application for Fee Wavier/ Fee Concession• Application for Course Withdrawal• Application for Attendance Issues• Class Activity/Assignment			
	14.	<u>Summary Writing</u> <ul style="list-style-type: none">• Understanding Summary Writing• Extracting Main Idea• Working with Different Texts• Class Activity/Assignment			
	15.	<u>Punctuation+ Capitalization Rules</u> <ul style="list-style-type: none">• Use of Punctuation and Mechanics• Period• Question Mark• Exclamation Point• Commas• Semicolons• Colons• Apostrophes• Quotation Marks• Class Activity			
	16.	• Final Assignment			
	17	FINAL EXAM			
Laboratory Projects/Experiments Done in the Course	Online Quizzes from englishpage.com				
Programming Assignments Done in the Course	Nil				
Class Time Spent on (in credit hours) Important	Theory	Reading and Attempting Exercises	Classroom Activities	Classroom Debates / Presentations	
	8	15	15+6	1	
Oral and Written Communications	The course employs activity-based strategies and hands-on learning methodology to equip students with the basic reading, writing, speaking, and listening skills.				

Instructor Name: Roma Zimran

Instructor Signature: _____

Date: _____

