** COMSATS University Islamabad, Lahore**

**Department of Humanities**

**Course Handbook**

|  |  |
| --- | --- |
| **Course Title** | Functional English |
| **Course Code** | HUM 104 |
| **Credit Hours** | 3(3,0) |
| **Semester** | Fall 2024 |
| **Resource Person** | Ayesha Aziz |
| **Contact Hours (Theory)** | 3 hours per week |
| **Office Hours** | All days, appointment via phone call |
| **Course Introduction** | This course has been designed to equip the students with the skills necessary for independent learning in the academic environment. Their listening skill will be improved by showing documentaries/films carefully selected by subject teachers. General topics and every-day conversation will be the part of the course. |
| **Learning Objectives** | By the end of this module, students will be able to enhance everyday English language skills. The students will learn the basics of grammar, parts of speech, sentence structure, and punctuation and spelling. The students will also be able to analyze the phrase, clause and sentence structure.  Moreover, the student will be able to develop listening comprehension, use language correctly and appropriately in writing and speech, organize and develop ideas effectively and logically in paragraphs and essays, and use language effectively and accurately in real life situations. |
| **WEEK** | **TOPICS** | |
| 1 | Making introductions   1. Making effective self and peer introductions 2. Taking useful introductory notes | |
| 2 | Expressing requests and enquiries  Responding to enquiries  Requests versus commands | |
| 3 | Syntax: Traditional Grammar   1. Nouns 2. Pronouns 3. Articles 4. Preposition, 5. Conjunctions 6. Interjections, 7. Verbs 8. Adverb | |
| 4 | Common Errors | |
| 5 | Greetings   1. Greeting friends and family on different occasions and for different reasons 2. Responding to a positive event 3. Using formal greeting expressions appropriately 4. <https://preply.com/en/blog/22-useful-english-greetings-for-every-day/> 5. <https://pumble.com/blog/say-thank-you-professionally/> | |
| 6 | Syntax: Modern Grammar –   1. Sentence Structure 2. Types of sentences based on Mood | |
| 7 | 1. Subject, Predicate, Complements, direct & indirect objects 2. Phrases 3. Transformation, Inversion of sentences 4. Analysis of Complex sentences | |
| 8 | 1. Syntactical rules (subject & verb agreement) 2. Synthesis of sentences   Clauses – types and functions | |
| 9 | Writing mechanics   1. Punctuation and structure 2. Sentences, sentence fragments, and run-on sentences   Subject-predicate and pronoun-reference agreement | |
| 10 | Vocabulary building, synonyms, antonyms, phrasal verbs& idioms | |
| 11 | Paragraph Writing  Topic sentence, supporting details and concluding sentence, coherence | |
| 12 | Writing styles   1. Changing narration: Converting a dialogue into a report 2. Converting a story into a news report  |  | | --- | | Converting a graph or picture into a short report or story | |  | | |
| 13 | Regrets   1. Expressing regrets orally and in writing appropriately 2. Saying sorry and accepting apologies | |
| 14 | Invitations   1. Demonstrating the use of formal and informal expressions of invitation 2. Developing verbal and written skills for invitations   Responding to invitation requests by accepting | |
| 15 | |  | | --- | | Gratitude   1. Using formal and informal expressions of gratitude appropriately 2. Reading a story that uses expressions of gratitude 3. Writing a formal letter to say thanks to a teacher, parent, or friend | | |

**Recommended Text:**

1. John Eastwood Oxford Practice Grammar(OUP. 2014)
2. http://publications.gc.ca/collections/collection\_2014/edsc-esdc/HS38-16-7-2013-eng.pdf
3. <http://online-english-lessons.eu/wordpress/wp-content/uploads/2012/05/50-common-English-phrasal-verbs.pdf>
4. How to introduce yourself: <http://www.englishexercises.org/makeagame/viewgame.asp?id=10506>
5. <http://esl.fis.edu/grammar/multi/clauses.htm>
6. www.Englishclub.com
7. www.writing centre.uottawa.ca
8. http//grammar.about.com
9. <http://learnenglish.britishcouncil.org>
10. <http://www.bbc.co.uk/worldservice/learningenglish/>

**Assessment**

The assessment of this module shall have following breakdown structure

Midterm Exam 25%

Quizzes/Assignments/Presentation 25%

Terminal Examination 50%

The minimum pass marks for the course are 50%. Students obtaining less than 50% marks in the course shall be deemed to have failed in that course.