



COURSE DESCRIPTION

The course is designed from HEC's *Functional English-I* for students pursuing a four-year BS (undergraduate) and two-year associate degree (AD) in HEIs in Pakistan. The course aims to develop students' language skills and enhance their ability to communicate effectively in English. Instead of teaching grammar in isolation and only at sentence level, this course is based on developing the language abilities of students through an integrated approach that provides opportunities to develop their listening, speaking, reading, and writing skills. With a focus on social interaction, the course draws specific attention to the accurate use of structures, improvement of pronunciation, and development of active vocabulary in descriptive, narrative, and academic texts. The course covers various aspects of English language learning, including grammar, vocabulary, reading, writing, and speaking. The course is designed to help students develop their language proficiency and prepare them for professional and academic settings. The course must be taught and graded according to the weekly split and guidelines provided in the HEC Model course which is available online or may be obtained from the Department of English.

COURSE LEARNING OUTCOMES (CLOs)

Upon completion of this course, students will be able to:

1. Demonstrate an understanding of basic English grammar rules and structures.
2. Expand their vocabulary and use it effectively in written and spoken communication.
3. Develop their reading comprehension skills and analyze texts critically.
4. Speak confidently and effectively in English in various academic and professional contexts.

COURSE CONTENTS

Introductions	Making introductions, Expressing requests and enquiries
Grammar Focus	First-person and second-person pronouns, Descriptive adjectives and adjective or relative clauses, Simple and present continuous tenses, Use of modals can, could, would, and will, Conditional structures, Use of wh-questions for interviewing
Social Interaction	Greetings, Gratitude, Invitations, Regrets
Grammar Focus	Present and past tense, simple and progressive aspects, Use of modals can, could, and would, Tag questions, Prepositions, Sentence structure, Expressing past regrets using wish plus the past perfect
Giving and Following	Difficulties in following directions and instructions, Effective oral directions,
Directions	Instructional guides
Grammar Focus	Present tense in simple, habitual, and progressive aspects, Using the imperative for instructions, Vocabulary related to transitions, Clarity of sentence structure



Sharing Experiences	Sharing narratives, Sharing unique experiences, Imaginative texts
Grammar Focus	Descriptive and narrative style, Simultaneous use of reporting speech and reported speech, Use of relevant vocabulary, adjective clauses, and adverbial clauses, Use of past tenses
Types of Writing	Writing styles, Writing mechanics, Descriptive and Narrative style
Grammar Focus	Identifying run-on sentences and sentence fragments in a text, Subject-verb agreement, Pronoun-reference agreement, Tense variation, Punctuation

SUGGESTED READINGS

1. T. K. Carver and S. Fortinos-Riggs, Conversation Book II – English in Everyday Life (New York: Pearson Education Limited, 2006).
 2. A. Seaton and Y. H. Mew, Complete English Grammar (London: Scholastic Education, 2021)
 3. J. Eastwood, Oxford Practice Grammar (Karachi: Oxford University Press, 2005).
 4. J. Swan, Practical English Usage, 3rd ed. (New York: Oxford University Press, 2005).
 5. R. Murphy, English Grammar in Use (4th Edition) (Cambridge University Press, 2012)
 6. Allama Iqbal Open University, Compulsory English 1 (Code 1423) (Islamabad: AIU Press).
- BBC Learning English. <http://www.bbc.co.uk/worldservice/learningenglish/>
 - British Council. Learn English. <http://learnenglish.britishcouncil.org/en/>
 - British Council and BBC. Learn English. <http://www.teachingenglish.org.uk/>
 - Grammar English. <http://freesoftwarepc.biz/educational-software/download->