

Institute of Computer Science/Information Technology (ICS&IT)
Faculty of Management Sciences & CS/IT (FMCS)
The University of Agricultural Peshawar

Program: BS (CS +IT)-I
Course Name: Functional English
Course Code: GE-303
Credit Hours: 03
Total weeks: 16-18
Total Hours: 48-54

Course Objectives:

This course has been designed to introduce and enhance the basic grammatical concepts of the English Language. Students in this course will learn to improve their basic and fundamental writing, reading and speaking skills. The main emphasis will be to help them to use the English language correctly for academic purposes where English language competency is a prerequisite.

- Week first:
 - Word.
 - Words' subject & predicate
 - Phrase & Clause
 - Practice
- Week Two.
 - Sentence
 - Types of Sentence/ Based on Function
 - Practice
- Week Three:
 - Paragraph
 - Parts of Paragraph
 - Principles of Paragraph
 - Practice
- Week Four:
 - Types of Paragraph
 - Persuasive Paragraph, Definition, Descriptive
 - Narrative & Process Paragraph etc.
 - Practice

- Week Five:
 - Letter Writing
 - Types of Letter Writing (Formal & Informal)
 - Features of Informal Letters
 - Practice
- Week Six:
 - Parts of Informal Letter
 - Types of Informal Letters
 - Letter of Apology, Invitation, Guidance & advice
 - Practice
- Week Seven:
 - Formal or Business Letter
 - Importance & Features of Formal Letters
 - Formats & Types of Formal Letters
 - Practice
- Week Eight:
 - Presentation (Formal & Informal)
 - Kinds of Presentation
 - How to Prepare Presentation
 - Practice
- Week Nine:
 - Characteristics of Good Presentation
 - Problems in Presentation
 - Practice
- Week Ten:
 - Essay Writing
 - Parts of Essay (Introduction, Body & Conclusion)
 - Practice.
- Week Eleven:
 - Stages of Essay Writing
 - Invention, Pre-writing
 - Collecting Information
 - Making Informal Outlines
 - Arranging Ideas
 - Making Formal Outlines

- Week Twelve:
 - Types of Essay Writing
 - Narrative, Descriptive, Cause & Effect, Process etc
 - Practice.
- Week Thirteen:
 - Short Story Writing
 - How to Develop Story
 - Practice
- Week Fourteen:
 - Review Writing
 - How to Write an Effective Review
 - Practice.
- Week Fifteen:
 - Qualities of a Good Review
 - Practice
- Week Sixteen:
 - Revision.

Total Marks:	100
Midterm Marks:	30
Final Term:	70

Recommended Books:

- ❖ John E. Warriner. Warriner's English Grammar And Composition
- ❖ High School Grammar and Composition By Wren An d Martin