



Functional English

Course Code:	HU-114	Semester:	1st
Credit Hours:	3+0	Prerequisite Codes:	
Instructor:		Class:	
Office:		Telephone:	
Lecture Days:		E-mail:	
Class Room:		Consulting Hours:	
Lab Engineer:		Lab Engineer Email:	
Knowledge Group:		Updates on LMS:	

Course Description:

Course Objectives:

The "Functional English" course is designed to enhance students' proficiency in English and provide practical skills in reading, writing, listening, and speaking for academic and professional settings. The course covers a range of topics such as academic and technical writing, reading and comprehension, speaking and listening skills, professional communication, critical thinking, and cross-cultural communication. The course aims to equip students with the necessary language and communication skills to succeed in their academic and professional careers.

Course Learning Outcomes (CLOs):

At the end of the course the students will be able to:	PLO	BT Level*
CLO-1. Develop proficiency in English language skills, including reading, writing, listening, and speaking.		C2 (Understand)
CLO-2. Understand and apply ethical considerations in academic and professional communication.		C2 (Understand)
CLO-3. Apply different writing styles, formats, and citation conventions.		C3 (Apply)
CLO-4. Enhance critical thinking and analytical skills to analyze and interpret complex information.		C4 (Analyze)

* BT= Bloom's Taxonomy, C=Cognitive domain, P=Psychomotor domain, A= Affective domain

Mapping of CLOs to Program Learning Outcomes

PLOs/CLOs	CLO1	CLO2	CLO3



Mapping of CLOs to Assessment Modules and Weightages (In accordance with NUST statutes)

To be filled in at the end of the course.

Assessments/CLOs	CLO1	CLO2	CLO3

Books:

Text Book:

- Reference Books:**
1. "The Norton Field Guide to Writing" by Richard Bullock, Maureen Daly Goggin, and Francine Weinberg (2019)
 2. "Academic Writing: A Handbook for International Students" by Stephen Bailey (2019)
 3. "Technical Communication" by Paul Anderson and Brenda Anderson (2018)
 4. "The Elements of Style" by William Strunk Jr. and E.B. White (1999)

Sr. No	Main Topics to be covered	Week	Lecture wise Break up
1	Academic writing of research papers, essays.	Week 1	
2	Academic writing of reports, using appropriate style and tone.	Week 2	
3	Citation formats in academic writing.	Week 3	
4	Writing technical documents i.e., user manuals.	Week 4	
5	Writing technical documents i.e., project proposals, and feasibility reports.	Week 5	
6	Reading and interpreting academic texts and research papers.	Week 6	
7	Reading and interpreting literary works.	Week 7	
8	Techniques for understanding academic lectures and presentations	Week 8	
9	Presenting academic information effectively	Week 9	
10	Participating in group discussions, and delivering speeches	Week 10	
11	Writing emails, memos, and other professional communication, using appropriate tone, style, and format	Week 11	
12	Critical Thinking through Analyzing data and arguments	Week 12	
13	Logical fallacies in decision making	Week 13	
14	Developing logical arguments	Week 14	
15	Making evidence-based decisions	Week 15	
16	Understanding and communicating effectively with people from different cultural backgrounds	Week 16	



Tools / Software Requirement:

Grading Policy:

Quiz Policy:

The quizzes will be unannounced and normally last for ten minutes. The question framed is to test the concepts involved in last few lectures. Number of quizzes that will be used for evaluation is at the instructor's discretion. Grading for quizzes will be on a fixed scale of 0 to 10. A score of 10 indicates an exceptional attempt towards the answer and a score of 1 indicates your answer is entirely wrong but you made a reasonable effort towards the solution. Scores in between indicate very good (8-9), good (6-7), satisfactory (4-5), and poor (2-3) attempt. Failure to make a reasonable effort to answer a question scores a 0.

Assignment Policy:

In order to develop comprehensive understanding of the subject, assignments will be given. Late assignments will not be accepted / graded. All assignments will count towards the total (No 'best-of' policy). The students are advised to do the assignment themselves. Copying of assignments is highly discouraged and violations will be dealt with severely by referring any occurrences to the disciplinary committee. The questions in the assignment are meant to be challenging to give students confidence and extensive knowledge about the subject matter and enable them to prepare for the exams.

Plagiarism:

SINES maintains a zero tolerance policy towards plagiarism. While collaboration in this course is highly encouraged, you must ensure that you do not claim other people's work/ ideas as your own. Plagiarism occurs when the words, ideas, assertions, theories, figures, images, programming codes of others are presented as your own work. You must cite and acknowledge all sources of information in your assignments. Failing to comply with the SINES plagiarism policy will lead to strict penalties including zero marks in assignments and referral to the academic coordination office for disciplinary action.

Sr. No	Main Topics to be covered	Estimated Contact Hours



National University of Sciences & Technology (NUST)
