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Eng

ASIAN EDUCATIONAL INSTITUTE PATIALA
(An Autonomous College)
B.A SEMESTER -1st
SESSION:-2026-27
Functional English
Subject Code : BA-AEC-ENGLANG-01

Credits : 2
Total Marks:50
Time: 1.5hours

Lecture: 2 Per Week
Self- Study: minimum 2 hours per week
External Exam: 35 marks
Internal Exam : 15marks

Course outcomes

1. To develop communication skills in written and spoken English.
2. To produce well structured and coherent written texts.
3. To apply critical thinking skills in writing and analysis.
4. To enhance writing skills through grammar, vocabulary and syntax.
5. To participate confidently in conversations, discussions and presentations.

Course Content
Section-A

1. Introduction to Parts of speech
2. Meaning and types of Communication
3. Barriers of Communication
4. Sentence Conversion (Simple , Negative and Interrogative)

Section B.

5. Paragraph Writing
6. Email Writing
7. Job Application/ Resume Writing
8. Letter Writing (Informal)



Munir

Hayman

Mangal

Books Recommended

1. N. Krishna Swamy. Modern English (Macmillan-India).
2. Language Skills: Listening and Speaking, Unimax Publication by Tajinder Kaur and Dr. Sangeeta Rani
3. English Communication skills by T. Singh..
4. Murphy, Raymond. *English Grammar in Use*. 5th ed. Cambridge: Cambridge University Press, 2019.

TESTING

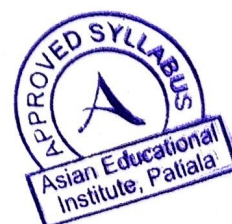
Internal

The internal examination will be of 15 marks as per the NEP2020 in force

External INSTRUCTIONS FOR THE PAPER-SETTER

1. The question paper shall have three sections
2. Section -A will have Four questions Out of which candidate has to attempt two questions. Each question will carry 6 Marks . Section -A will consist of $6+6= 12$ Marks.
3. Section -B will have Four questions Out of which candidate has to attempt two questions. Each question will carry 6 Marks . Section -B will consist of $6+6= 12$ Marks
4. Section -C will be compulsory. It will consist of 5 short questions each will carry 2 Marks and one objective type question carrying 1 mark . Section -C will consist of $(5*2=10+1= 11)$ marks.

W. Murthy
Margot K. Harjinder



ASIAN EDUCATIONAL INSTITUTE PATIALA
(An Autonomous College)
B.A. SEMESTER –IIInd
SESSION:-2026-27
Functional English
Subject Code : BA-AEC-ENGLANG-02

Credits : 2
Total Marks:50
Time: 1.5hours

Lecture: 2 Per Week
Self- Study: minimum 2 hours per week
External Exam: 35 marks
Internal Exam : 15marks

Course outcomes

1. To develop communication skills in written and spoken English.
2. To produce well structured and coherent written texts.
3. To apply critical thinking skills in writing and analysis.
4. To enhance writing skills through grammar,vocabulary and syntax.
5. To participate confidently in conversations, discussions and presentations.

Course Content

Section-A

1. Report Writing
2. Letter Writing (Formal)
3. Tenses
4. Rewriting of Sentences (Simple ,Complex and Compound)

Section B.

5. Story Developing
6. Summary Writing
7. Memo writing
8. Office Etiquette: Meaning ,Nature and Scope



Mim

Manoj
Hayman

Books Recommended

1. N. Krishna Swamy. Modern English (Macmillan-India).
2. Language Skills: Listening and Speaking, Unimax Publication by Tajinder Kaur and Dr. Sangeeta Rani
3. English Communication skills by T. Singh.
4. Murphy, Raymond. *English Grammar in Use*. 5th ed. Cambridge: Cambridge University Press, 2019.

TESTING

Internal

The internal examination will be of 15 marks as per the NEP2020 in force
External INSTRUCTIONS FOR THE PAPER-SETTER

1. The question paper shall have three sections
2. Section -A will have Four questions Out of which candidate has to attempt two questions! Each question will carry 6 Marks . Section -A will consist of $6+6= 12$ Marks.
3. Section -B will have Four questions Out of which candidate has to attempt two questions. Each question will carry 6 Marks . Section -B will consist of $6+6= 12$ Marks
4. Section -C will be compulsory. It will consist of 5 short questions each will carry 2 Marks and one objective type question carrying 1 mark . Section -C will consist of $(5*2=10+1= 11)$ marks.

Margot +

Harjinder

