

ASIAN EDUCATIONAL INSTITUTE PATIALA
(An Autonomous College)
B.A. SEMESTER –IIIrd
SESSION:-2026-27
Functional English
Subject Code : BA-AEC-ENGLANG-03

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. Debate Writing :- Meaning Types, Characteristics, Do's and Don'ts
2. Direct into indirect or Vice Versa
3. Sentence Connectors
4. Antonyms
5. Synonyms

Section B.

5. Paraphrasing and Expression
6. Job Interviews : Meaning, Types, Do's and Don'ts
7. Homophones and Homonyms : Meaning ,Difference and Examples



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8. Idioms and phrases

9. Descriptive writing : Meaning ,Components and Characteristics

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. Phonetics, Fundamental of speech sounds by Setjit Kaur.
5. 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
Mrs. Shu
Harjinder



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ASIAN EDUCATIONAL INSTITUTE PATIALA
(An Autonomous College)
B.A. SEMESTER –IVth
SESSION:-2026-27
Functional English
Subject Code: BA-AEC-ENGLANG-04

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 : 15 marks

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. Group Discussion: Meaning, Types, Advantages and Disadvantages
2. Public speaking: Meaning, Nature and Scope
3. Modals
4. Business Letter
5. One word substitution

Section B.

6. Formal Communication : Meaning, Types and Characteristics
7. Non Verbal communication : Body language, Paralinguistic, proxemics, haptics



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8. Active/Passive
9. Précis writing
10. Comprehension

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

