

SEMESTER-I
AEC-I(Functional English (Language)-I
BA-AEC-EngLang-I

Credits:-02

lectures :2 Per week

Total Marks:-50

External:-35

Internal:-15

(Section-A)

Writing Skills

Sentence Formation (including types of sentences)

Writing Skills (composing paragraphs and essays)

Composing

1. E-Mail and JOB Applications
2. Resume
3. Letters (Formal/Informal/Semi-Formal)

(Section-B)

Speaking Skills

Introduction to the Parts of speech

Grammar

Translation: Punjabi to English/English to Punjabi

Comprehension Passage: (Unseen Passage)

(Reading and Understanding Skills)

Books Recommended: Grammar Book from Library.
Orient Black Swan.

msd 27-07-21

*Simran
Kaur*

Sapna