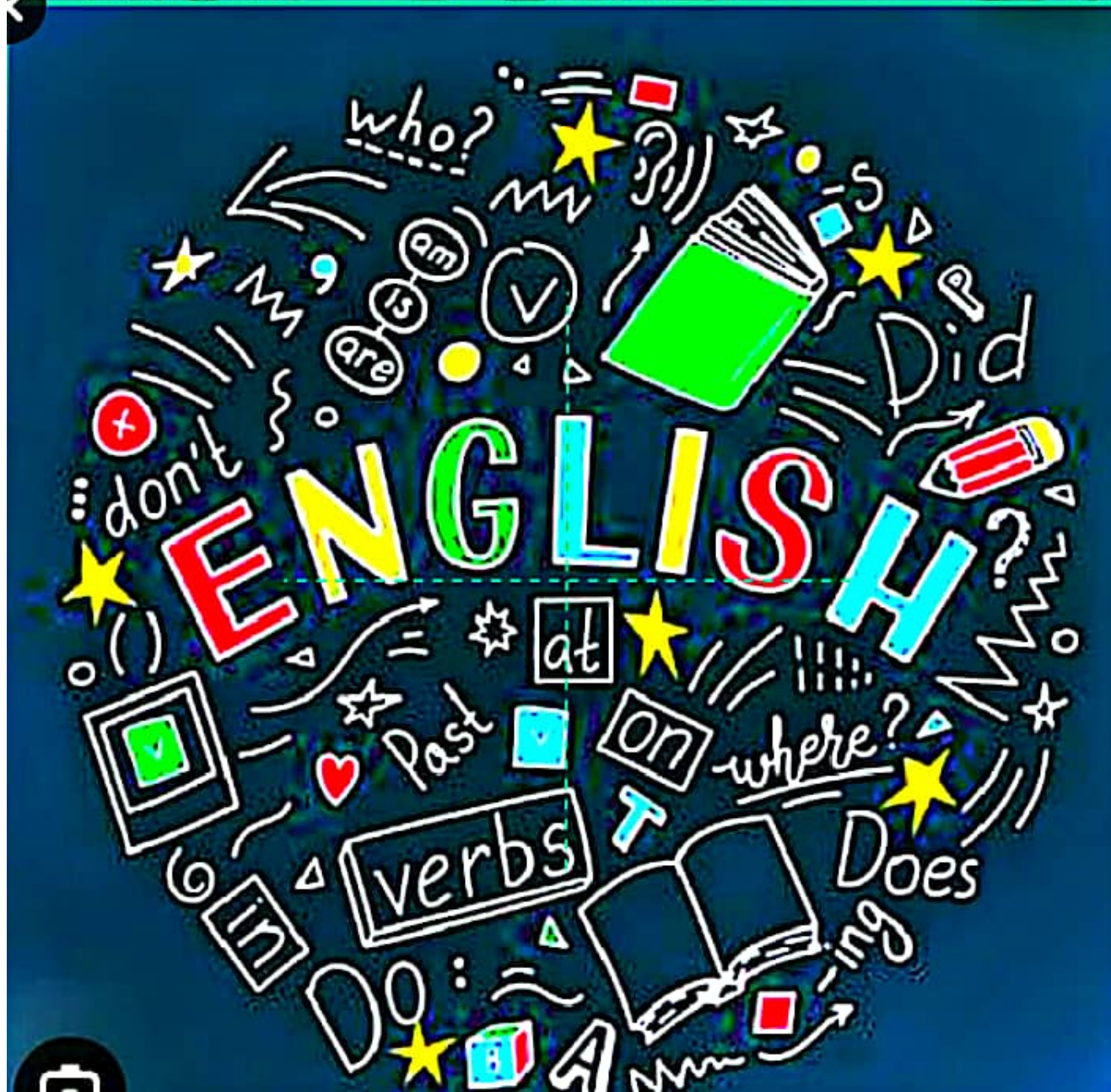




BS-ECONOMICS

2nd-Semester

Session : 2022-26

Functional English Notes

Professor

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Semester 2

English Comprehension and Composition (3-0)

Course Code: ENG-322

Implemented from Fall 2023

Course Contents

1- Reading Comprehension Skills

- i- Identifying main idea/topic sentences
- ii- Relevant and irrelevant information according to purpose for reading
- iii- Recognizing and interpreting cohesive devices
- iv- Distinguishing between fact and opinion

2- Reading techniques

Skimming, Scanning, SQ3R, SPRE

3. Pre-writing Techniques

Brain storming, making a list, mind mapping

4. Writing Techniques

- i- Plan writing: identify audience, purpose and message
- ii- Collect information in various forms such as mind maps, tables, charts, lists
- iii- Order information:
 - Chronology for a narrative,
 - From general to specific and vice versa
 - From most important to least important
 - Advantages and disadvantages
 - Comparison and contrast
 - Problem solution pattern

5. Paragraph Writing

- i- Structure and development of paragraph
- ii- Good topic and supporting sentences and effective conclusions
- iii- Appropriate cohesive devices
- iv- Argumentative and descriptive forms of writing: listing, comparison and contrast, cause and effect, for and against

6. Types of Writing

- i- Narrative
- ii- Descriptive: describing a place, character description
- iii- Expository
- iv- Argumentative

7. Essay Writing Techniques

- i- Structure and outline of an essay
- ii- Introductions and conclusions

- iii- Unity and coherence
- 8. **Précis Writing**
 - i- What is Précis?
 - ii- Essentials of a good précis
 - iii- Method of procedure
 - iv- How to find the title
 - v- Précis of a phrase or clause
 - vii- Précis of a Sentence
 - viii- Précis of a Paragraph

Suggested Books

Lisa A. Rumisek. College Writing: From Paragraph to Essay.

Glencoe Writer's Choice: Grammar and Composition. McGraw Hill Education.

John Langan. College writing Skills. McGraw Hill Publishers, 2004.

Kirszner, Laurie G. & Mandell, Stephan R. Patterns for College Writing: A Rhetorical Reader and Guide. Fifth Edition.

Tomlinson, B., & Ellis, R. Reading: Upper-Intermediate. Oxford Supplementary Skills. Oxford: 1987.

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WRITING **READING**

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Reading Comprehension Skills

**01:Identify Main-Idea /
Topic Sentence**

**02:Relevant and Irrelevant
Information according to
Purpose for reading**

**03: Distinguish between Fact
and Opinion**

**04:Recognizing and
interpreting Cohesive Devices**

**05:Improving Reading
Comprehension Skills**

Functional English

Reading Comprehension Skills

The ability to read a text, Process it and understand its meaning is known as Reading Comprehension Skills.

It depends on Previous knowledge and Interest of Reader with the subject. In Reading Comprehension Skills two things are very important our speed and Accuracy.

Improvement in Reading Skills can give confidence to the student and improve his class Participation.

Skimming, Scanning and SQ3R are the three major components of Reading Comprehension Skills.

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(i) Identify the Main Idea / Topic Sentence

“The Author's message about the Topic is called Main Idea of Paragraph.”

“A Sentence that Expresses the main Idea of Paragraph is called Topic Sentence.”

The main idea / Topic Sentence is the most important piece of information about the Paragraph.

The first or last Sentence of Paragraph often contain main idea. We can identify main Idea / Topic Sentence by reading first or last sentence of Paragraph carefully. or Asking Yourself questions about the Author message and Point of View

about the text.

(ii) Relevant and Irrelevant information according to Purpose for reading.

Before to get started, we must decide which Topic or Text of Paragraph should be read to find specific information.

Dont read Irrelevant information, only read relevant information to find specific information quickly. Reading a Irrelevant information is Waste of Time.

Author points of View, Title, Reason why the text was written, Purpose, theme or key words are the relevant information in Purpose of reading.

Introduction, Summary, Repetition and Examples are the Irrelevant information in Purpose of Reading.

(iii) Distinguishing Between Facts and Opinion

Fact :

(i) "The statement that can be objectively proved true or false and it is based on evidence is called Fact." OR

(ii) "Fact is a statement that can be verified by experiment."

Opinion:

(i) "An opinion is a idea or views that cannot be proved Objectively." OR

(ii) "Opinion is an expression of Person feelings that can't be verified by experiment."

Differen $\frac{1}{2}$ w Fact and Opinion

(i) Pakistan is an Agricultural country | Pakistan is a great country.

(ii) We are in Pakistan. | Abid is a good Teacher.

(iv) Cohesive Devices

(i) "The Devices or Words that link ideas and clauses together are called Cohesive Devices or Connectors or Linkers."

OR

(ii) "Cohesive Devices are resources which connect ideas within and between sentences."

Cohesive Devices are words such as however, moreover, Therefore, Because, or and But etc.

The CD help in making ideas, thoughts, Arguments and information clear for Reader to follow and understand. They help in structuring and expressing ideas and Arguments simply. They help in Ideas of your Spoken or Written Text.

Meaning and Grammar

The Problem student have is learning long list of Cohesive Devices and not learning the meaning of

each word and how to use in sentence. If you use wrong word it confuse the Reader. It is better to use no word than use a wrong word. Student must be careful in meaning and grammar of Cohesive Devices.

Useful Cohesive Devices

Additional: and, also, as well as, moreover and too etc.

Compare: It shows two things are similar. Like, Equally, Just as etc.

Contrast: It shows two things are different. Unlike, otherwise and yet etc.

Sequence: First, Second, Third, Finally, before, after and next etc.

Cause and Effect: Hence, Because, therefore and so etc.

Expection: However, Unless, Except, if not and But etc.

It is important not to overuse many linking words in Text Because its confused to reader. Therefore Cohesive Devices Used only as needed.

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ImProving Reading Compre-hension Skills

- (i) Read a Variety of materials.
- (ii) Circle Unknown Words You read.
- (iii) Find the main idea.
- (iv) Generating and Asking questions.
- (v) Summarize what You read.

End

READING TECHNIQUES

01 : *Skimming*



02 : *Scanning*



03 : *SQ3R*



Reading Techniques

The techniques involved in learning to read are called Reading Techniques.

Skimming, Scanning and SQ3R are the three major Techniques of Reading.

(i)

Skimming:

Skimming is a method of rapid reading which helps you understand the overall theme or general meaning of the text.

Skimming is essential for better reading and understanding of a Text.

Skimming should answer

the following Questions:

(i) What is the overall Purpose of Text?

(ii) What is central Idea or theme?

(iii) What are the main points of Text?

(iv) What does author intend (اراد کرنا) to do?

(v) What is logical organization?

How to Skim?

The first step in Skimming is to identify the central Idea. Every essay, article or textbook ^{مکمل کتاب} deals with a theme or central Idea. This central Idea is also called thesis.

Thesis should answer following questions.

- (i) What is the subject?
- (ii) What does the author want to say about the subject?
- (iii) What is the author's Point of View?

Steps in Skimming :

- (i) Look at title, Sub title and the Preface.
- (ii) Look at information on author.
- (iii) Study the table of Contents.
- (iv) Read first sentence of Each paragraph.
- (v) Read last Paragraph.

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When is Skimming Useful? OR Benefits of Skimming

(i) **Pre-reading**: Before making a thought reading of text, Skimming can give an Accurate picture of Text to read later.

(ii) **Reviewing**: Skimming is Useful in order to review the text which you have already read.

(iii) **Reading**: Skimming is useful for quickly reading.

(iv) It save time

(v) It is efficient

(vi) It can improve comprehension.

End

(ii)

Scanning :

"Scanning is a method of rapid reading of a text for a specific piece of information."

It is faster than Skimming.

How to Scanning?

In scanning, we should keep our eyes on headings, Capital letters for a name and Number for dates. In this type of reading we scan page or pages until our eyes find the required information. We scan a text for specific data or specific information.

Steps in Scanning

- (i) To get started, you must decide which information should be scanned.
- (ii) Study the table of contents.
- (iii) Keep your mind and eyes only to find specific information.

(iv) Move your eyes quickly
Down the Page to find information.

(v) Decide which clues will help you
to find required information.

How to Increase Proficiency at Scanning :

(i) Know What you want
to find

In the Scanning Method
the Reader must needs to know
what he wants to find. If reader
does not know what he is looking
for, he will not be able to scan
well.

(ii) Do not read everything

Scanning Method is rapid reading
method of find specific information,
therefore Reader must read those
clues which give ^{him} specific information.
Do not waste time in reading
everything.

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(iii) Use Guides and Aids

Reader use guides and Aids to find information.

(iv) Improve reading Practice. [Reading]

(v) Concentrate While Scanning.

End

(iii)

SQ3R Reading

Techniques :

SQ3R stands for Survey , Question , Read , Recite and Review. SQ3R is a reading method to increase understanding about a text or Ideas. It can be helpful to those who rely on written information and want to better understand.

SQ3R method of reading was introduced by "Francis P. Robinson" an American philosopher in his Book "Effective Study" in 1946.

Constituents of this reading in little more detail.

(i) Survey :

Before you read, Survey the entire text, headings, Titles, subtitles, Introductions, Key-words and general structure or form of Text. Survey help us in order to find a solution or specific information.

(ii) Question:

After the Survey actively ask Yourself questions about the text such as:

(i) What is the Purpose, Central Idea, meaning and main points of Text?

(ii) What does author want to say and intend to do?

Such Questions enable us to find specific information and in Better understanding of Text.

(iii) Read :

Once we survey and questions, we should read the text,

Focus on the main Points.

Read actively and take notes about important detail or questions that comes up. It help us to Identify critical information in the Text.

Recite :

Once we Survey , Questions and Read we should Repeat the Text in our own words what we have read. ASK Yourself questions about the text and explain to Someone what you have read.

It help us to Better reading and Understanding of Text.

Review :

Once we Survey , Questions , Read and Recite , we should Review the text . We may not have understood on first read therefore we should Review the questions , Central Idea , Purpose , meaning and main Points of Text for Better reading and Understanding of Text.

End

Pre-Writing Technique

01 : ***Brain Stroming***

02 : ***Mind Maping***

03 : ***Making a List***

Pre-Writing Techniques

The skills involved in learning to write are called Pre-Writing Skills.

It involves planning and getting Ideas in order before writing.

Brainstorming, Mind Mapping and Listing are the three major Pre-Writing Techniques.

Brainstorming:

Brainstorming is a method of generating ideas and sharing knowledge to solve a Particular or Technical Problem."

In Brainstorming Participants are encouraged to think without interruption.

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Brainstorming Process of Writing

(i) Prepare an environment to

thinking or Ideas.

(ii) Capture the main focal Points

(iii) Write Down your all initial Ideas

(iv) Look for Pattern

(v) Making a list

(vi) understand the objectives

(vii) Generate new ideas for Missing Parts.

(viii) Pick a question or Problem to solve.

(ix) Pick a time and Place.

(x) Set a time limit.

Mind Mapping:

Mind Mapping is a Brainstroming Technique used to generating ideas and creating links between them.

Process of Mind Mapping

(i) Write the Topic in the middle

of a Paper.

- (ii) Draw a circle around it.
- (iii) Draw a lines from circle and Write your ideas.
- (iv) Creating links between ideas.
- (v) Look at map once again to
- (vi) create Missing ideas.

Making a list

Listing is a Brainstroming Techniafue in which we make a list of Ideas.

Before write an Essay , Develop an outline for Essay. It help to keep your Writing Focussed. It help to Seperate main idea from supporting Details.

By making a list, you do not write complete sentence, you write Pharases or words to determine the structure of Essay.

~~End~~

WRITING TECHNIQUES

Defination

Steps of Writing

Technique

01 : Identify your Purpose

02 : Analyse your Audience

03: Choose you ideas

04 : Collect your data

05 : Organize your message

**—————
Characterstics of**

Writing Techniques

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Writing Techniques

(i) "The techniques are related to writing are called Writing Techniques." OR

(ii) "The Technique used by writer to convey their message to their Audience is called Writing Technique."

Steps of Writing Technique

(i) Identify your Purpose

When you plan a message, your first step is to determine your specific Purpose.

Your Purpose for writing is simply what are you trying to convey.

Writer identify his Purpose by explain ideas and Experiment to convince his

readers. to accept positions on a particular Topic.

(ii) Analyse Your Audience

It is very important to adapt your message to your receiver's. To analyse your audience you must consider the receiver knowledge, Educational level, Attitudes, Interest and Expectations.

(iii) Choose Your Ideas

Keeping in mind the Purpose and receiver of your message, you should choose the ideas for your message.

If you write a complex message, it is difficult to understand for receiver.

Choose ideas that fulfil receiver Expectations about your message.

(iv) Collect Your Data

After choosing the ideas
you must collect your data
to plan a message.

(v) organize Your message

The last step of writing
Technique is to organize
your message. To organize your message
select important ideas to
arrange them systematically.

End

Characteristics of Writing Technique

- | | |
|------------------|------------------------|
| (i) Focus | (ii) Development |
| (iii) Unity | (iv) Coherence |
| (v) Correctness | (vi) Completeness |
| (vii) Clarity | (viii) Simple Language |
| (ix) Conciseness | |
| (x) Ideas | |

End

PARAGRAPH WRITING

Defination

Elements of Paragraph

01 : The Topic

02 : The Main-Idea

03 : Details



Parts of Paragraph

OR

Stucture of Paragraph

01 : Topic Sentence

02 : Supporting Sentence

03 : Concluding Sentence

Characterstics of Paragraph Writing



How to identify a Topic ?

Paragraph Writing

(i) "The group of related sentences about a single topic is called Paragraph."

(ii) "A Paragraph is a group of sentences which conveys single idea."

It has Topic sentence and supporting sentence. A Paragraph contains at least 3 sentences or 100-200 words.

Elements of Paragraph

There are three essential elements of Paragraph.

(i) The Topic :

The Topic tell us the Paragraph is about, Every Sentence and main idea is related to the Topic.

(ii) The main idea :

The main idea is the Author's message about the Topic. Every sentence is related to main idea. "The sentence express

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main idea is called Topic Sentence."

(iii) Details :

Details are the Proof, explanation, Examples and Reasons that Explain the main Idea of Paragraph.

OR Structure of Paragraph Writing

The structure of Paragraph typically consists of three Elements.

(i) Topic Sentence

In the Topic sentence the Topic or the focus of the Paragraph is presented. Topic Sentence provide a focal Point to explain content of the whole Paragraph.

“The sentence that expresses the main idea of Paragraph is called Topic Sentence.” Topic Sentence is the combination of Two element. **Topic + Statement**

(ii)

Supporting Sentence or Supporting Detail

The main Part of the Paragraph consists of what are often called supporting sentence or Development.

Secound Part of Paragraph is supporting detail. It contains examples, references, details and Information related to the Topic Sentence.

(iii) Concluding Sentences

The last sentence in a Paragraph is called concluding Sentence.

It sums up or concludes the whole discussion in favor of Topic Sentence.

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Characteristics of Paragraph Writing

A good Paragraph contain following characteristics.

- (i) Unity
- (ii) Order
- (iii) Completeness
- (iv) Formal Appearance
- (v) Consistency
- (vi) Cohesion
- (vii) Central Idea
- (viii) Supporting ideas
- (ix) Topic Sentences
- (x) Reference

End

How to Identify a Topic ?

The Topic of Paragraph is the subject of the whole Paragraph. We expressed Topic of Paragraph By Asking yourself questions, main idea and Author Points of View about the Text.

~~End~~

Writing :

Defination

Types of Writing

01 : ***Narrative Writing***

02 : ***Descriptive Writing***

03 : ***Expository Writing***

04 : ***Argumentative Writing***

What is Writing?

Explain Types of Writing.

Defination:

"Writing is a medium of human communication that involves the representation of language with symbols."

Types of Writing

(i) Narrative-Writing

It is an art to describe a story. Authors places himself as the character and narrates a story. Characters, Plot, Setting and Point of View are the characteristics of Narrative Writing.

Novels, short stories and Poetry are the examples of Narrative Writing.

(ii) Expository Writing

A kind of writing that presents facts, discusses ideas or explain a process is called Expository Writing. It is also known Informational or Informative Writing.

A Book report, an anylsis of short story and a list of films you like and why are the examples of expository Writing.

(iii)

Descriptive Writing

The Primary Purpose of Descriptive Writing is to describe a Person, Place or thing in such a way that a picture is formed in the reader's mind.

Write about a Person, Place or object are the major form of Descriptive Writing.

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(iv) Argumentative Writting

Argumentative Writting is the collection and Presenting evidence, allowing the reader to make an informed decision regarding the Topic.

End

ESSAY WRITING

Defination

Types of Essay

01: Expository Essay

02 : Persuasive Essay/

Argumentative Essay

03 : Descriptive Essay

04 : Narrative Essay

05 : Imaginative Essay

06 : Reflective Essay

**-----
Characterstics of Essay**

Structure of Essay

01 : Introduction



02 : Body /

Middle Section



03 : Conclusion



Essay Writing

Essay :

"An Essay is a Piece of Writing that is Written to Convince Someone or to simply inform the reader about a Particular Topic."

Supporting ideas, Arguments, Evidence and Point of View are most import features of an Essay.

Types of Essay

(i) Expository Essay

"An expository essay is an essay that communicates factual information."

In an expository essay, the writer explain or define a Topic based on fact, don't reveal writer emotions.

Examples: Population Essay

(ii)

Persuasive Essay / Argumentative Essay

"A Persuasive Essay is one in which you attempt to get the reader to agree with your point of view." OR

"Argumentative Essay is one that uses evidence and fact to ~~support~~ ^{explain} a certain information."

(iii) Descriptive Essay

A Descriptive Essay describe an object, person, place or event that the writer has experienced.

(iv) Narrative Essay

In Narrative Essay the writer tells a story about a real-life experience.

(v) Imaginative Essay

An Imaginative Essay is an essay which tends to discuss the ability to imagine things that are not real.

(vi) Reflective Essay

An reflective essay is an Essay in which the writer examines his or her experiences in life.

Characterstics of Essay

- (i) Order (introduction, body, conclusion)
- (ii) Unity (contain one main idea)
- (iii) Single clear central idea
- (iv) Brevity (v) Effective style
- (vi) Clear main Point or Topic Sentence.

(vii) Correctness (viii) Completeness

(ix) Coherence (x) Development

(xi) Short of Duration (Brevity)

End//

Structure of Essay

(i) Introduction

An introduction that give reader an idea of what they are about to learn and Presents an Arguments in the form of thesis Statment. It Presents Back-ground, Topic and Thesis Statement.

(ii) Body / Middle Section

A body that Provides ~~Body~~ evidence used to Prove and Persuade the reader to accept the writer Point of View.

(iii) Conclusion

At Sum up all main Points and Shows why writer's arguments matters.

End//

P R E C I S W R I T I N G

Defination + Introduction



Method of Precis Writing

OR

Procedure of Precis

Writing

OR

Rules of Precis Writing

OR

Steps of Precis Writing

**01 : Identify the reader
and purpose of the Precis**

02: Read the Original Documents

—————

03 : Underline the key ideas and concepts

—————

04 : Write a Note-Form Summary of each Paragraph

—————

05 : Write the Precis

—————

06 : Review and Edit

—————

Characterstics of Precis Writing

OR

Essentials of Good Precis

01: Completeness

02 : Compactness

03 : Clarity

04 : Coherence

=====

**How to find the Title
in Precis Writing?**

Precis Writing

Defination:

"Gist of Passage mentioning all the essential Points and giving a basic idea of what the Passage says is called Precis Writing."

The term "Precis" is derived from a French word which means "Precise" or "accurately expressed."

To make a precis of a given Passage amounts to extracting its main Points and Expressing them as clearly in few words as possible.

Precis Writing convey information to a reader in minimum number of words. There is no fixed length defined for a Precis, But normally it is written in one third of the original Passage.

A Precis should include basic Information about the original Source, such as its title, Author and date.

A Precis does not contain a reader Personal opinions.

Index Precis and Narrative Precis are the two types of Precis writing.

Method or Step of Precis Writing

(i) Identify the reader and Purpose of Precis

The first step in Precis Writing is to sum up main ideas, explain the main message and give Reader an idea of how ~~and~~ why original Precis was structured.

(ii) Read the original Document

Read the Documents to identify main themes/Ideas and distinguish them from Unimportant Ideas.

(iii) Underline the Key Ideas and Concept

The main Purpose of Precis is to sum up or underline the key Ideas and concepts to give reader an idea about Precis.

(iv) Write a note-form Summary of each Paragraph

The Passage should be summed up in the form of Points. All Irrelevant material should be omitted

(v) Write the Precis

Sum up all main Points related to original Passage

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then write a Precis. It should only focus on main ideas, Arguments, facts and details about original Passage.

(vi) Review and Edit

Compare the Precis with the original Documents to make sure that it contain same Points.

Essential of Good's Precis OR

Characteristics of Precis

(i) Completeness

The Precis must have all important ideas of original Documents without omitting any important Idea.

(ii) Compactness

All ideas reproduced from the original Documents should form a compact whole.

The words and sentences should convey a sense of unity with each other.

(iii) Clarity

The Precis should have clarity of Expression.

(iv) Coherence

Precis should have well-connected whole of sentences.

Precis should follow a reasonable and natural order of development.

How to find the Title in Precis Writing?

In Precis Writing we find the title by study and summing up main points about a original Passage. Main Points gave main idea about the Title of Precis.

End



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