

ASSESSMENT DESIGN

OF

Book of Functional English

Adopted For

**English & Communication Skills -I
and
English & Communication Skills -II**



**The Punjab State Board of Technical Education &
Industrial Training**

Context

About the Subject: *Functional English* is designed to equip learners with the practical language skills they need to navigate real-life situations with confidence and clarity. Aligned with the subject vision of enabling effective communication for personal, social, and professional empowerment, the course focuses on building core competencies in speaking, listening, reading, and writing.

About the Assessment Design: Assessments are thoughtfully designed to reinforce this vision by focusing on real-world language use—through practical speaking and listening tasks, functional reading and writing exercises, and consistent engagement via portfolios and project-based work

Assessment Overview:

	Theory	Practical	Internal
Marks Allocation	50	20	30
Time Distribution	3 hours	3 hours	Continuous

Distribution of Marks

Theory		Practical	
External	Internal	External	Internal
50	20	20	10

STRUCTURE OF THEORY EXAM

Time: 3 Hrs.

Max. Marks: 50

General Guidelines

1. The question paper will cover the whole syllabus. No topic should be over-represented, and repetition of questions or concepts should be avoided. The syllabus is provided in **Annexure 1**.
2. There are 3 sections in the question paper i.e. Section A, Section B and Section C.
3. Section A assesses reading comprehension skills, Sections B assesses use of language and Section C assesses writing skills.
4. Word limits and marks for each question and sub-question must be clearly indicated on the paper as detailed below.

SECTION A (READING COMPREHENSION) - 17 marks

This section will have two passages: one seen passage for 7 marks and one unseen passage for 10 marks. This section is designed to test comprehension, interpretation and inference in seen and unseen formats. The details of both are given below.

1. Seen passage:

- a. After reading the seen passage, the student will answer 3 Objective Type Questions (2 Multiple Choice type questions, 1 fill in the blank) each for 1 mark and 2 short answer questions for 2 marks each.
 - b. The length of this passage will be between 100 - 150 words.
- 2. Unseen passage:**
- a. After reading the unseen passage, the student will answer 6 Objective Type Questions (4 Multiple Choice type questions, 2 Fill in the blank) each for 1 mark and 2 short answer (two-line answers) questions for 2 marks each.
 - b. The length of this passage will be between 200 - 250 words.

SECTION B (USE OF LANGUAGE) - 16 marks

This section will assess grammar and vocabulary.

1. **Grammar** will be assessed for **10 marks with 10 objective type questions**, each for 1 mark.
2. **Vocabulary** will be assessed for **6 marks with 6 objective type questions** each for 1 mark.

SECTION C (WRITING) - 17 marks

This section assesses the learner's ability to express ideas clearly and appropriately in written form across different formats. There will be **3 questions each with internal choice**. The details of these three questions and marks distribution are given below:

1. **Paragraph Writing Task:** The first question will be paragraph writing (guided composition) assessed for **7 marks**.
2. **Short Writing Task:**
 - a. The second question will be short form writing entailing diary entry (in the form of fill in the blanks) assessed for **5 marks**.
 - b. The third question will be short form writing and will involve composing few sentences on the topic given (from unit 1-5) assessed for **5 marks**.

The rubric for the writing task is attached in **Annexure 2**.

STRUCTURE OF PRACTICAL EXAM

Time: 3 Hrs.

Max. Marks: 30

General Guidelines

1. The practical exam should assess core skills and knowledge aligned with the course's learning outcomes. It must evaluate both linguistic and conceptual understanding.
2. The practical exam will consist of two sections: Section A (Listening) and Section B (Speaking).
3. Section A will contribute towards 10 marks while Section B will contribute 20 marks.
4. Examiners should provide clear instructions and share a list of required materials (e.g., prompts, cue cards, rubrics) in advance.

5. Examiners should follow the task-specific marking guidelines provided below.
6. Examiners will comprise a panel having two teachers, one internal examiner and an external examiner teaching the same subject.

SECTION A (LISTENING)- 10 marks

This section will consist of two audios that will be played. Questions will follow the sequence of the listening audio. Pre-listening time for the question paper is essential. Students should be given time to transfer their answers to the answer sheet. Marks should be awarded based on the provided answer key. The subcomponents of the listening section are as follows:

1. Listening Audio 1

- i. Each audio will be followed by 10 objective type questions (0.5 mark each).
- ii. All questions will be compulsory to attempt.

2. Listening Audio 2

- i. Each audio will be followed by 10 objective type questions (0.5 mark each).
- ii. All questions will be compulsory to attempt.

SECTION B (SPEAKING)- 20 marks

This component of the assessment will evaluate students' oral communication skills, based on selected topics from the prescribed textbook for the speaking practical. The assessment will consist of 2 sections: spoken production and spoken interaction.

1. Project Report (not applicable in Semester 1 & 4 marks in Sem 2)

- i. One project report per group is expected to be submitted on A4 sheets.
- ii. The report needs to be 8-10 pages long.

2. Spoken Production (10 marks in Sem 1 & 8 marks in Sem 2)

- i. Each student will prepare a short (1-1.5 minute) speech on the project.
- ii. Presentation will occur in a group but will be assessed individually.

3. Spoken Interaction (10 marks in Sem 1 & 8 marks in Sem 2)

- i. For spoken interaction, the external examiner will ask the students questions based on the project and their speech.
- ii. Assessment will be done on parameters, such as Grammar and Usage, Lexical Resource/Vocabulary, Fluency and Clarity of Speech.
- iii. The examiner should ensure that each student gets a chance to answer at least 2 questions.

Rubrics for each of the components mentioned above have been provided in **Annexure 3**. Marks should be awarded based on specified criteria. Partial marking should be implemented to give credit for correct format, tone, language use, or structure—even if the task is incomplete.

STRUCTURE OF INA

Time: Continuous (throughout the year)

Max. Marks: 20

SECTION A (Class Participation)-10 marks

The internal assessment will be ongoing. 2 marks will be allocated for each of the following 5 sub-components:

1. Student attendance
2. Preboard Examination Marks/ Term Examination Marks
3. Active class participation
4. Cooperation and discipline
5. Home Task Completion

SECTION B (Speaking and Writing)- 10 marks

This component will be conducted mid-term as part of the continuous evaluation process. A total of 10 marks will be allocated, with 5 marks each for Speaking and Writing.

- **Writing (5 Marks)**
Rubrics for this component has been provided in Annexure 2.

- **Speaking (5 Marks)**
Rubrics for this component has been provided in Annexure 3.

Annexure 1 (Subject Syllabus)

Table 1: Semester 1 & 2 Syllabus

Unit-no /Chapter number	Chapter name	Sub topics
Semester 1		
1.	Introducing Yourself and Others	Reading: 2 short theme-based descriptive texts Listening: 2 theme-based listening audios Speaking: 2 theme-based activities Writing: 1 theme-based gap fill exercise Grammar: Parts of speech, Present simple tense, Common errors in self-introduction Vocabulary: Words used to describe people, Words used for self-introductions
2.	Daily Routines	Reading: 2 theme-based narrative/descriptive texts Listening: 2 theme-based listening audios Speaking: 2 theme-based activities Writing: 2 theme-based tasks Grammar: Parts of speech (continued), Adverbs of frequency, Prepositions of time, Subject-verb agreement (basic) Vocabulary: Words and collocations related to daily activities, Time expressions
3.	Hometown and State	Reading: 1 theme-based narrative/descriptive text Listening: 2 theme-based listening audios Speaking: 2 theme-based activities Writing: 2 theme-based activities Grammar: Present simple tense, Past simple tense, Adjectives, Articles Vocabulary: Words related to features, Vocabulary about unique features

4.	Weather and Climate	<p>Reading: 4 theme-based narrative/descriptive/predictive texts</p> <p>Listening: 2 theme-based listening audios</p> <p>Speaking: 2 theme-based activities</p> <p>Writing: 2 theme-based activities</p> <p>Grammar: Future tenses, Conditional statements, Passive voice</p> <p>Vocabulary: Terms related to weather and climate</p>
5.	Food Exploration	<p>Reading: 6 theme-based narrative/descriptive texts</p> <p>Listening: 2 theme-based listening audios</p> <p>Speaking: 2 theme-based activities</p> <p>Writing: 1 theme-based exercise</p> <p>Grammar: Countable and uncountable nouns, Quantifiers and qualifiers for countable and uncountable nouns respectively, Subject-verb agreement(continued), Comparatives and superlatives</p> <p>Vocabulary: Words related to cuisines and dishes, Adjectives of quality and quantity, Phrases to express likes and dislikes, Terms and phrases associated with table manners and etiquette</p>
Semester 2		
6.	Celebrations and Festivals	<p>Reading: 4 theme-based narrative/descriptive texts</p> <p>Listening: 2 theme-based listening audios</p> <p>Speaking: 2 theme-based activities</p> <p>Writing: 2 theme-based exercise</p> <p>Grammar: Subordinate clauses, Gerund and to-infinitive</p> <p>Vocabulary: Words related to celebrations and festivals, Words and expressions related to celebrations (Expressions for expressing joy, gratitude, and well-wishes)</p>

7.	Urban Living	<p>Reading: 4 theme-based narrative/descriptive texts</p> <p>Listening: 2 theme-based listening audios</p> <p>Speaking: 2 theme-based activities</p> <p>Writing: 1 theme-based activity</p> <p>Grammar: Continuous tenses, Prepositions of place, time and direction, Coordinating clauses, Subject-verb agreement(advanced)</p> <p>Vocabulary: Words related to urban life, Descriptive words related to urban experiences</p>
8.	Health and Fitness	<p>Reading: 4 theme-based narrative/descriptive texts</p> <p>Listening: 2 theme-based listening audios</p> <p>Speaking: 2 theme-based activities</p> <p>Writing: 2 theme-based tasks</p> <p>Grammar: Modifiers, Placement of modifying phrases and clauses, Modal verbs</p> <p>Vocabulary: Words related to health and fitness, Common words associated with healthy lifestyles and fitness</p>
9.	Locations and Directions	<p>Reading: 3 theme-based visual/non-visual texts</p> <p>Listening: 1 theme-based listening task</p> <p>Speaking: 1 theme-based activity</p> <p>Writing: 1 theme-based task</p> <p>Grammar: Prepositions of place, time and directions, Imperatives, Present continuous and Future continuous tense</p> <p>Vocabulary: Phrases related to directions, Terms related to navigation apps (expressions for using technology to find and follow directions)</p>
10.	Project Work	<p>Steps of Project Work, Exploring potential topics, Collaboration, Understanding graphics like mind map, flowchart, concept map, etc.</p>

Annexure 2 (Theory)

Table 2: Grading Rubric for Writing Exam

Criteria	Description of the Criteria	Marks Allocated for Short Writing (5 marks)	Marks Allocated for Long Writing (7 marks)
Format	<ul style="list-style-type: none">● Adherence to the specified format, structure and style required for the writing task	1	1
Content and Organisation	<ul style="list-style-type: none">● Relevance of content in relation to the prompt/task● Logical flow and structure of ideas● Clarity of transitions between points● Coherence in paragraphing and the development of key ideas	2	2
Language and expression	<ul style="list-style-type: none">● Quality and range of language used, including grammatical accuracy, variety of vocabulary and clarity of expression● Appropriateness of word choice, sentence structure● Overall ease with which the reader can understand the intended message	1	2
Accuracy	<ul style="list-style-type: none">● Correctness of spelling● Appropriate use of punctuation	1	2

Annexure 3 (Practical)

Table 3: Marks Distribution for Practical (Speaking Exam)

Parameter	Percentage allocation	Score out of 20 marks	Remarks	Scored by
Project Report <i>Semester 1</i> <i>Semester 2</i>	0% 20%	0 4	Score given will be applicable for all students	External examiner/s
Spoken Production <i>Semester 1</i> <i>Semester 2</i>	50% 40%	10 8	Individual score for each student	External examiner/s
Spoken Interaction <i>Semester 1</i> <i>Semester 2</i>	50% 40%	10 8	Individual score for each student	External examiner/s

Table 4: Project Report Scoring Rubric

Score	Organisation and structure presentation	Effective use of visuals	Neatness and presentation
4	Report is very well-organised, with clear sections and a logical flow	Visuals are effectively used, relevant, and enhance the content	Language is clear, formal, and free of obvious errors; well-suited to the topic
3	Report is mostly organised, with a few minor issues in structure or flow	Visuals are relevant and support the content; generally clear, with minor issues in use or labelling	Language is generally clear, with a few minor errors that don't affect understanding
2	Report has a basic structure, but sections may lack clear transition	Visuals are present but may lack relevance or quality; could be better integrated	Language is mostly understandable but contains several errors
1	Report is poorly organised, making it difficult to follow	Visuals are limited, unclear, or poorly placed and do not support the content	Language is often unclear, with frequent grammar errors that impact understanding

Table 5: Spoken Production and Spoken Interaction Rubric

Criteria	Description of the Criteria	Marks Allocated
Grammar and Usage	<ul style="list-style-type: none">● Correct use of language	2
Lexical Resource/ Vocabulary	<ul style="list-style-type: none">● Range and appropriateness of vocabulary used	2
Discourse Management and Fluency	<ul style="list-style-type: none">● Logical connections between ideas and overall organisation● Smooth delivery and pace	2
Pronunciation	<ul style="list-style-type: none">● Correct and clear pronunciation of words● Effective use of stress and intonation	2