

**COMMON POOL OF ABILITY ENHANCEMENT (AEC) COURSES**

**(For all the Ability Enhancement Courses offered by Department of Punjabi in Semester III/IV)**

**ABILITY ENHANCEMENT COURSE (AEC-7)**

**KARJI PUNJABI**

**CREDIT DISTRIBUTION, ELIGIBILITY AND PRE-REQUISITES OF THE COURSE**

Course title & Code	Credits	Credit distribution of the course			Eligibility criteria	Pre-requisite of the course (if any)
		Lecture	Tutorial	Practical/ Practice		
<b>(AEC-7) KARJI PUNJABI</b>	2	2	0	0	Class 12 <sup>th</sup> pass in any subject	Studied Punjabi up to 8 <sup>th</sup> Standard or Working knowledge of Punjabi language

Total No. Credits	Distribution of total credits			No. of Hours of Lectures	No. of Hours of Tutorials	No. of Hours of Practicales	Total Hours of Teaching
	Lecture (Credits)	Tutorial (Credits)	Practical (Credits)				
2	2	0	0	30	0	0	30

**COURSE OBJECTIVES:**

- To introduce students to the Gurmukhi script and help them understand its basic structure and use in Punjabi writing.
- To make students aware of the main features of the Gurmukhi script and the correct use of punctuation marks.
- To teach students how to write different types of advertisements such as buying-selling, marriage and lost or stolen items.

- To help students learn the format of writing personal, official and business letters.
- To increase students' vocabulary through multiple-meaning words, idioms and proverbs.
- To develop students' ability to write correct and meaningful sentences in Punjabi.

### **LEARNING OUTCOMES:**

After completing this course, students will be able to:

- Understand the basic structure of the Gurmukhi script.
- Identify the main features of the Gurmukhi script and use punctuation marks correctly.
- Write simple advertisements for buying-selling, marriage and missing or stolen items.
- Write personal, official and business letters in the correct format.
- Use multiple-meaning words, idioms and proverbs in sentences.
- Write clear and correct sentences in Punjabi.

#### **Unit I: ਗੁਰਮੁਖੀ ਲਿਪੀ (Gurmukhi Lipi)**

**(8 Hrs.)**

- ਗੁਰਮੁਖੀ ਲਿਪੀ ਨਾਲ ਜਾਣ-ਪਛਾਣ  
Gurmukhi Lipi naal Jaan-Pachhan
- ਗੁਰਮੁਖੀ ਲਿਪੀ ਦੀਆਂ ਵਿਸ਼ੇਸ਼ਤਾਵਾਂ  
Gurmukhi Lipi dian Visheshtawan
- ਵਿਸਰਾਮ ਚਿੰਨ੍ਹਾਂ ਦੀ ਵਰਤੋਂ  
Vishram Chinhaan di Varton

#### **Unit II: ਇਸ਼ਤਿਹਾਰ ਲੇਖਣ (Ishtihar Lekhan)**

**(8 Hrs.)**

- ਖਰੀਦੋ-ਫਰੋਖਤ ਨਾਲ ਸੰਬੰਧਤ ਇਸ਼ਤਿਹਾਰ  
Kharido-Pharokhat naal Sambandhat Ishtihar
- ਵਿਆਹ ਨਾਲ ਸੰਬੰਧਤ ਇਸ਼ਤਿਹਾਰ  
Viaah naal Sambandhat Ishtihar
- ਗੁੰਮਸ਼ੁਦਗੀ/ਚੋਰੀ ਨਾਲ ਸੰਬੰਧਤ ਇਸ਼ਤਿਹਾਰ  
Gumshudgi/Chori naal Sambandhat Ishtihar

#### **Unit III: ਚਿੱਠੀ-ਪੱਤਰ (Chitthi-Pattar)**

**(7 Hrs.)**

- ਨਿੱਜੀ ਚਿੱਠੀ-ਪੱਤਰ  
Nijji Chitthi-Pattar

- ਦਫ਼ਤਰੀ ਚਿੱਠੀ-ਪੱਤਰ  
Daftari Chitthi-Pattar
- ਵਪਾਰਕ ਚਿੱਠੀ-ਪੱਤਰ  
Vaparak Chitthi-Pattar

#### Unit IV: ਵਾਕ ਅਭਿਆਸ (Vaak Abhiyas)

(7 Hrs.)

(ਆਧੁਨਿਕ ਪੰਜਾਬੀ ਵਿਆਕਰਨ ਅਤੇ ਲੇਖ ਰਚਨਾ 9-10 ਪੁਸਤਕ ਦੇ ਅਧਾਰ 'ਤੇ)

(Adhunik Punjabi Vyakaran Ate Lekh Rachna 9-10 Pustak de Adhaar te)

- ਬਹੁਅਰਥਕ ਸ਼ਬਦਾਂ ਦੀ ਵਾਕਾਂ ਵਿਚ ਵਰਤੋਂ (1-30)  
Bhuarthak Shabdan di Vakaan vich Varton (1-30)
- ਮੁਹਾਵਰਿਆਂ ਦੀ ਵਾਕਾਂ ਵਿਚ ਵਰਤੋਂ (1-30)  
Muhavaryan di Vakaan vich Varton (1-30)
- ਅਖਾਣਾਂ ਦੀ ਵਾਕਾਂ ਵਿਚ ਵਰਤੋਂ (1-30)  
Akhaanaan di Vakaan vich Varton (1-30)

#### ESSENTIAL READING:

- Ranjit Kaur (Dr.) (2007), **Karji Punjabi**, Amritsar, Ravi Sahit Parkashan.
- Adhunik Punjabi Vyakaran Ate Lekh Rachna 9-10 (Punjabi Grammar), (2022-2023), Mohali, Punjab School Education Board.

#### SUGGESTED READINGS:

- Duggal, Narinder Singh (2014), **Punjabi Vyakaran te Likhat Rachna**, Jalandhar, New Book Company.
- G.B.Singh(2010), **Gurmukhi Lipi da Janam te Vikas**, Chandigarh, Publication Bureau, Panjab University.

#### INTERNET RESOURCES:

- [https://psebfiles.s3.ap-south-1.amazonaws.com/media/1689677510\\_Adhunik%20Punjabi%20Vyakran%20ate%20lekh%20rachna.pdf](https://psebfiles.s3.ap-south-1.amazonaws.com/media/1689677510_Adhunik%20Punjabi%20Vyakran%20ate%20lekh%20rachna.pdf)

\*(Note: Teachers are free to recommend additional related standard source books, if required so.)

**Note:** Examination scheme and mode shall be as prescribed by the Examination Branch, University of Delhi, from time to time.