The Islamia University of Bahawalpur



**Course Plan**

**DEPARTMENT OF Political Science**

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| **Instructor** | Miss Mahwish Robab | **Email: mahwishrobab003@gmail** | |
| **Course Title** | English II | **Program** | BS 2nd Semester |
| **Code** |  | **Credit Hours** | 3-0 |
| **Lecture** | Wednesday & Friday | | |
| **Course Objective:**  The course is designed to study English Language with the perspective of its functional aims and technical writing. It aims to improve students’ proficiency in English Language and to enhance presentation skills. The basic aim of this course is to equip students with professional skills and techniques they require to encounter their work place. The course will not only familiarize the students with the four skills of English Language (reading, writing, speaking and listening) but also enable them develop each skill in integration with the other.  **Course Outcomes:**    By the end of the course students should:   1. Have attained the proper understanding of the use of grammatical structure in English language. 2. Have improved their oral and written communication skills in the target language. 3. Have internalized the current trend, techniques and formats of the basic components of technical/professional communication (Emails, business letters, proposals, reports, presentations etc.) 4. Have known how to search and avail job opportunities. | | | |
| **Methods of Teaching**   * Assigned readings * Group activities & Discussion * Audiovisual aids lectures * Web-assisted instruction * Student-Directed Teaching | | | |
| **Resource**  **Material** | 1. Books Prescribed:  “Practical English Usage” by Michael Swan    Teaching Writing: Process and Product by Gerson, S. J. and Gerson S.M. 5th Edition  2. Reference Books:  “High School English Grammar” by Wren and Martin    “The Oxford Guide to Effective Writing and Speaking” by John Seely | | |
| **Grading** | Exam (As per the schedule of Examination)  Mid- Exam (30%) Final Exam (50%)  Sessional: Assignments/Tests/Quizzes/Attendance (20%) | | |
| **Sessional Grading** | Attendance 5%  Workshop / Assignments/Case study 5%  Surprise Test/Sudden Test , Quizzes 5%  Class Participation 5% | | |
| **SEQUENCE OF TOPICS TO BE COVERED** | | | |
| 1 Basics of Grammar  2 Parts of Speech and use of articles  3 Sentence structure, active and passive voice  4 Practice in unified sentences  5 Analysis of phrase, clause and sentence structure  6 Transitive and intransitive verbs  7 Punctuation and spelling  8 Comprehension (answers the questions on a given text)  9 Discussion (general topics and every day conversation)  10 Listening (to be improved by showing documentaries or films carefully selected by subject teacher)  11 Translation (Urdu to English)  12 Paragraph Writing (topics to be chosen by the teacher)  13 Presentation Skills  14 Report writing  Note: Extensive reading would be required for vocabulary building | | | |

**Student Responsibilities**:

Students must attend class. Failure to attend class may result in failure in the course. Students must also arrive on time and remain in class for the entire period. Cellular Phones and Beeper must be Turned off (Proper classroom decorum [behavior] adopts, Course outlines and calendars explain requirements and assignments, students are responsible for knowing what they say. Students are also responsible for doing all assigned work on time. Excessive absences (more than 03) will result in “F Grade”. Students may prepare Sketchbook for taking notes and for references.

**Instructor**

**Instructor/Tutor**

**Approved by:**

**Dean/ Chairman/ HOD/ Subject Specialist/ Program Coordinator**