**The Islamia University of Bahawalpur  
 Department of POL. SCIENCES   
BSPA Semester 4th ,BSPS Semester 4th 2020**

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| **Course title** | English IV |
| **Course Instructor** | Umama Mehmood |
| **Class Schedule** | Monday, Tuesday and Wednesday |
| **Course Instructor’s E-mail** | Zansari1022@icoud.com |

**Objectives:** The aim of the course is to enhance language skills (reading, writing and speaking) and develop critical thinking.

**Course Contents:   
For Mid-term:**

Basics of Grammar, Sentence Structure, Parts of Speech and Use of Articles, Transitive and Intransitive verbs, Comprehension and Precis writing, Introduction to Presentation skills etc.

**For Final term:**   
Comprehension passage, CV and Resume, Presentation Skills, Report Writing, Job Application, Communication Skills etc.  
  
**Assessment Criteria:**

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| **Mid term** | 30 |
| **Final term** | 50 |
| **Assignments, Quiz and Presentations** | 15 |
| **Class Participation and Attendance** | 05 |
| **Total** | 100 |

**Recommended Texts:**

* Noor English Grammar & Composition 3rd edition by Professor. Safdar Bhatti.
* Oxford Practical English Usage 3rd edition by Michael Swan.