



The Islamia University of Bahawalpur

Tentative Course Plan Department of Geography

Semester-2nd

Session: Spring 2019-2021

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| Instructor | Ms. Nimra Khan | Email: Sensikhan21@gmail.com | |
| Course Title | Communication skills. | Program | BS. Hons |
| Course Number | | Credit Hours | 3 |
| Lecture | ➤ Tuesday: 2: 00 - 3: 30pm. ➤ Thursday: 2: 00 – 3: 30pm. | | |
| Office Help Hours | Monday: 11:00 - 12:00 pm | | |
| Marks Distribution | Assignments/ Presentations (20%) Mid- Exam (30%) Final Exam (50%) | | |
| <u>Course Objective:</u> This paper will develop the sense of understanding grammar to communicate and also to be able to learn it easily | | | |
| <u>Course Outcomes:</u> This subject will be able to teach every student the sense of grammar and also the ways of communication. | | | |
| Resource Material | • Wren & Martins books of High school grammar. | | |
| | Reference Books | | Web Resources |
| | | ➤ Wren & Martins books of High school grammar. | http://www.wren&martin.edu.pk |
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SEQUENCE OF TOPICS TO BE COVERED

| Session# | Date | Topics | Remarks |
|----------|------------------|-------------------------------------------------------|-------------------|
| 1 | Week 1 | Introduction of communication. | |
| 2 | Week 2 | Parts of Speech. | |
| 3 | Week 3 | Figure of speech (Introduction + definition). | |
| 4 | Week 4 | Use of Articles in sentence. | |
| 5 | Week 5 | Paragraph Writing | |
| 6 | Week 6 | Dialogue Writing | |
| 7 | Week 7 | Letter Writing (Types of Letter) | |
| 8 | Week 8 | Assignments | |
| | Exam Week | Exam Week | Mid Term |
| 9 | Week 9 | Paraphrasing | |
| 10 | Week 10 | Essay writing. | |
| 11 | Week 11 | Difference b/w clause & Phrase | |
| 12 | Week 12 | Comprehension passage | |
| 13 | Week 13 | Re lecture on Grammar Tenses + use of parts of speech | |
| 14 | Week 14 | Assignment on precise writing | |
| 15 | Week 15 | Quiz Day on Grammar | |
| 16 | Week 16 | Exercise solving week from wren & Martin book. | |
| | Exam Week | Exam Week | Final-Term |

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.

Please Note:

In the unlikely event of an unplanned absence by the instructor, the material to have been covered during that class meeting will be shifted to the next meeting. In the event of any planned absence, information on schedule changes will be provided in advance.