The Islamia University of Bahawalpur  
**Department of ISLAMIC STUDIES**

**COURSE OUTLINE**

**Course Title: English Language Class:**  M.A Islamic Studies 1st semester  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Course Contents:**

**Grammar in context**

Phrase, Clause, Sentence Structure, Parts of Speech, Tenses, Change of voice

1. **Letter writing &Application Writing**

Informal letters & Different kinds of applications (leave, job, etc.)

1. **Essay & Paragraph writing**

Descriptive, Narrative, Discursive, Argumentative

1. **Reading comprehension skills**
2. **Academic writing**
3. **Presentation skills**

**Evaluation Criteria:**

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| --- | --- |
| **Evaluation Type** | **Marks** |
| Mid Term Examination | 30 |
| Final Term Examination | 50 |
| Session Evaluation  *Attendance*  *Behavior*  *Assignments/ Presentation*  ------------------  Total | *5*  *5*  *10*  -------  20 |
| **Total** | **100** |

**Course Lecture Beak-up:**

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| --- | --- |
| **Week #** | **Lecture Description** |
| 1 | Introduction to Grammar in context: Phrase, clause and sentence structure |
| 2 | Types of sentences , Parts of Speech: Introduction |
| 3 | Parts of Speech: continued |
| 4 | Use of Tense and Rules of Translation : Present Tense |
| 5 | Use of Tense and Rules of Translation Past Tense, Future Tense |
| 6 | Use of active voice and passive voice : Present & Past Tense |
| 7 | Change of Voice and Use of Tenses |
| 8 | Technical Writing: Letter, Application& Paragraph writing |
| 9 | **Mid Term Examination** |
| 10 | Change of voice: Future Tense |
| 11 | Reading Comprehension : Identify main idea/topic sentences, Find specific information quickly |
| 12 | Types of writing: Narrative, descriptive, argumentative Writing |
| 13 | Conditional Sentences |
| 14 | Rules of Correction |
| 15 | Subject Verb Agreement |
| 16 | Writing summaries of articles |
| 17 | Report writing |
| 18 | CV Writing |