**Course Instructor: Department:**

**Muhammad Nauman Majeed UCA&D**

**Semester I**

**Course Outline**

***English II: Academic Reading and Writing***

**Aims:**

To enable the students to

* Read the text for:
  + a literal understanding
  + interpretation &
  + the general assimilation & integration of knowledge
  + Write well organized academic texts including examination answers with topic/thesis statement & supporting details.

**Contents:**

* Introduction to Function, Structure and Types of Sentence
* Constituents of a Sentence; Word, Phrase and Clause
* Dependent and Independent Clauses
* Parts of Speech
* Idioms
* Pair of Words
* Dialogue writing
* Completing the spellings
* Figures of speech
* Comprehension
* Picture Story
* Translation
* Unity, Coherence, Clarity of a paragraph
* Paragraph: Function and Structure
* Paragraph: Topic Sentence and Supporting Sentences
* Basics of Formal Correspondence: Writing Letters and Applications etc.

**Resources**

* Prescribed Books
* Web journals
* Electronic media
* Internet & authentic material

**Suggested Readings:**

* High School English Grammar & Composition by Wren & Martin
* Writing Effective paragraphs by Howard CJ. Cambridge: Winthrop Publishers,1976
* Writer s Guide and Index to English by Wilma and David Ebbitt.