



The Islamia University of Bahawalpur Pakistan

Department of Islamic Studies

Program	BS(Islamic Study)	Course Instructor	Sadia Tahir
Year / Semester	2 nd Semester		sadiatahir154@yahoo.com
Title	English-II		
Rating	03 Credit Hours		
Type	Core Course		
Objectives	Enable the students to meet their real life communication needs. This course will meet specific needs of the students of communication studies to equip them with the modern writing and presentation capabilities in order to meet the diverse market demands.		
Outcome	After completing this course, students will be able to: 1. Analyze prose to identify main and subordinate ideas, distinguish various modes of argument, define audience and purpose, and outline methods of development. 2. Develop individual perspectives in essays that demonstrate critical thinking skills, logical organization, and command of standard grammar. 3. Locate and appropriately cite information from print and electronic sources- from libraries, the Internet, databases, and elsewhere-evaluate its relevance and reliability, and incorporate it effectively into essays		

Recommended Books / References	<p>a) Grammar</p> <ol style="list-style-type: none"> 1. Practical English Grammar by A. J. Thomson and A. V. Martinet. Exercises 2. Third edition. Oxford University Press 1986. ISBN 0 19 431350 6. <p>b) Writing</p> <ol style="list-style-type: none"> 1. Writing. Intermediate by Marie-Christine Boutin, Suzanne Brinand and Francoise Grellet. Oxford Supplementary Skills. Fourth Impression 1993. ISBN 019 435405 7 Pages 45-53 (note taking). 2. Writing. Upper-Intermediate by Rob Nolasco. Oxford Supplementary Skills. Fourth Impression 1992. ISBN 0 19 435406 5 (particularly good for writing memos, introduction to presentations, descriptive and argumentative writing). <p>c) Reading</p> <ol style="list-style-type: none"> 1. Reading. Advanced. Brian Tomlinson and Rod Ellis. Oxford Supplementary Skills. Third Impression 1991. ISBN 0 19 453403 0. 2. Reading and Study Skills by John Langan 3. Study Skills by Richard York.
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Syllabus (Weekly Scheme) Before Mid-Term Examination

WEEK	TOPICS
1 st	CV Writing
2 nd	Job Application writing
3 rd	Skimming, Scanning
4 th	Intensive Reading, Extensive Reading
5 th	PARAGRAPH WRITING
6 th	PARAGRAPH WRITING
7 th	TRANSLATION(URDU TO ENGLISH)
8 th	TRANSLATION(URDU TO ENGLISH)

Syllabus (Weekly Scheme) Before Final-Term Examination

9 th	Letter/memo writing
10 th	Minutes of meetings
11 th	Use of library and internet
12 th	Presentation skills
13 th	Precis writing
14 th	Comprehension
15 th	EASSYS Writing Skills
16 th	EASSYS

Final Examination

Teaching Strategies		Participatory lectures, cases, workshop sessions, syndicates presentations, term papers			
Assessment Criteria	Marks	Session	Mid	Final	Total %
	%	25	35	40	100
	Result				
Recommendations	All assignments must be completed and presented on time.				
Note: 75% Class Attendance is mandatory, Failing which the student shall be dropped from the class.					