**COURSE FILE**



**Semester: Spring 2020**

**Program: LL. B 5-year Programme**

**Course Title: English II**

**Course Code:**

**Class: 2nd Semester**

**Credit Hours: 03**

**Shift: Afternoon**

**Instructor Name:**  **Latiba Khanam**

**DEPARTMENT OF LAW**

**FACULTY OF ISLAMIC LEARNING**

The Islamia University of Bahawalpur

** The Islamia University of Bahawalpur**

**Department of Law**

**Course Plan**

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| --- | --- | --- | --- | --- |
| **Instructor** | **Ms. Latiba Khanam** | **Email:** [**latibabwp@gmail.com**](mailto:latibabwp@gmail.com) | | |
| **Course** | **English II (Communication Skills)** | **Program** | **BS** |  |
| **Code** |  | **Credit Hours** | **3-0** |  |
| **Timings** | **Monday (12:15 - 02:15pm) Tuesday (2:45 – 3:45 pm)** | | | |

**Introduction:**

The course is designed to study English Language with the perspective of its functional aims. It aims to improve students’ proficiency in English Language. The basic aim of this course is to equip students with professional skills and techniques they require to encounter their work place. The course will not only familiarize the students with the four basic skills (listening, speaking, reading, and writing) of English Language but also enable them develop each skill in integration with the other.

**Aims and Objectives:**

1. Enhance language skills and develop critical thinking.
2. Enable the students to meet their real life communication needs

**Learning Outcomes:**

After completing this course the students would be able to:

1. Attain the proper understanding of the use of grammatical structure in English Language.
2. Improve their oral and written communication skills in the target language.
3. Internalize the current trend, techniques and formats of the basic components of technical/professional communication (Emails, business letters, proposals, reports, presentations, etc.)
4. Acknowledge how to search and avail job opportunities.

**Methods of Teaching:** (subject to the availability of resources)

* Lectures
* Readings
* Group Activities & Discussion
* Student Directed Teaching
* Multimedia aided lectures
* Web assisted instruction
* Assignments

**Prescribed Books:**

**Communication Skills**

1. Grammar
   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.
2. Writing
   1. Writing. Intermediate by Marie-Chrisitine Boutin, Suzanne Brinand and Francoise Grellet. Oxford Supplementary Skills. Fourth Impression 1993. ISBN 019 435405 7 Pages 45-53

(note taking).

* 1. 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).

1. Reading
   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 Riachard York

**English II (Communication Skills)**

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| --- | --- | --- |
| Lectures  & Activities | Activities/Topics outline of main topics | Proposed  Dates |
| 01-01 | Orientation (Distribution of Course Outline) | Week 01 |
| 02-03 | **Communication Skills**   * Introduction * Principle of Communication * Process of Communication | Week 01 |
| 04-06 | * Nature of Communication * Types of Communication (Verbal, Non-verbal, Written Communication) | Week 02 |
| 07-09 | * Verbal VS Non-verbal Communication | Week 03 |
| 10-12 | * Objectives of Communication * Importance of Communication | Week 05 |
| 13-15 | * Communication Barrier * The 7Cs of Communication * The 4 Cs of Communication | Week 06 |
| 16-18 | * Paragraph Writing * Types of Paragraph | Week 07 |
| 19-21 | Presentation skills Personality development (emphasis on content, style and pronunciation) | Week 08 |
| 22-24 | Group Discussion | Week 08 |
|  | Quiz/ Test | Week 08 |
|  | **Mid Term Examination** | Week 09 |
| 25-27 | Written Communication | Week 10 |
| 28-30 | Introduction to Précis writing | Week 11 |
| 31-33 | **Academic skills**  Introduction to Letter writing, Memo, minutes of Meeting | Week 12 |
| 34-36 | Use of Library and Internet | Week 13 |
| 37-39 | Introduction to Cv writing and Job application | Week 14 |
| 40-42 | **Translation Skills**  (Urdu to English) | Week 15 |
| 43-45 | **Essay writing**   * Introduction to essay writing * Types of Essay | Week 16 |
| 46-48 | **Study Skills**  Skimming and scanning, intensive and extensive, and speed reading, and comprehension | Week 17 |
|  | Group Discussion | Week 17 |
|  | Quiz/Test | Week 17 |
|  | **Final Term Examination** | Week 18 |

**Student Evaluation Criteria:**

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| --- | --- |
| Attendance, Conduct and Attitude | 05% |
| Assignments/ Presentations | 05% |
| Surprise Test/Quizzes | 05% |
| Class Participation | 05% |
| Mid Term Paper | 30% |
| Final Paper | 50% |
| **Total** | **100%** |

**Student’s Obligations:**

Students are advised/required/directed to:

1. arrive on time and remain in the class for the entire period.
2. actively participate, discuss and put questions for true understanding of the concepts.
3. maintain that nobody comes to visit them during the class.
4. turn off (or keep silent) their cell phones, laptops, etc. when they are in the class.
5. do prior readings and be interactive in the class. Course outline is distributed within the first week of the semester.
6. avoid so much writing during the lectures and focus on listening so that they may understand the lectures well and if there is any confusion, they should be able to ask relevant questions.
7. read the concerned rules and regulations of the University regarding their program so that they better understand their rights and obligations. Generally, it is supposed that they know about the relevant rules because ***“ignorance of law is no excuse”*.**
8. complete all the assigned work within the prescribed time limits. Late assignments are not accepted/marked unless there is a valid reason.
9. avoid excessive absences otherwise they would be disqualified to sit in the examinations (the name may be struck off due to three consecutive absents).
10. avoid inviting guests in the classroom.
11. avoid taking food and drinks of any kind in the classroom.
12. attend all the classes because sudden quizzes/tests may be given any time during the semester. Remember that no make-up quizzes or tests are offered.

***Latiba Khanam (Course Instructor)***