



DEPARTMENT OF BOTANY
Tentative Course Plan

Class: Bs Botany

Semester- 2nd

Session: Fall 2019-2023

Instructor	Aiman Fatima	Email: aimanfatima201@gmail.com
Course Title	English - II (Communication Skills)	Program BS
Course Number	ENGL-00201	Credit Hours 3(3+0)
Lectureday: period (00:00a.m to 00: 00a.m), Room# 00	

Course Objective:

To enable the students to meet their real life communication needs

Methods of Teaching

- Assigned readings
- Group activities & Discussion
- Audiovisual aids lectures
- Web-assisted instruction
- Student-Directed Teaching

Resource Material

1. Text Books

a) Grammar

1. Practical English Grammar by A. J. Thomson and A. V. Martinet. Exercises
2.Third Edition. Oxford University Press 1986. ISBN 019431350 6.

b) Writing

1. Writing. Intermediate by Marie-ChristineBoutin, 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).

c) 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 Yorky.

2.Reference Books

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3.Research Papers

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4.Hot Research Papers

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5.Web Resources

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Office Help Hours

Grading

Exam (Date to be announced)
Mid- Exam (30%) Final Exam (50%)
Problem Session/Assignments (20%)

Problem Session

.....day: 00 and 00 periods (0:00-00:00am), Room# 00

SEQUENCE OF TOPICS TO BE COVERED

Lecturer #	Topics (outline of main topics and sub topics)	Chapter #	Tutorial /Laboratory
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1	Introductory class		
2	Introduction of course		
3	Communication skills (Basic Introduction)		
4	Verbal communication		
5	Non- verbal communication		
6	Written communication		
7	Visual communication		
8	Paragraph writing (Basic introduction with creative techniques)		
9	Paragraph writing (topic chosen by teacher)		
10	Essay writing (Techniques)		
11	CV writing (Actual form of CV writing)		
12	Sample for making CV (Submitted by students)		
13	Job Application and Job Interview tips		
14	Sample for writing Job Application (Activity)		
15	Translation Skills (Some points helpful for Translation)		
16	Practice for Translating Paragraphs		
	Mid Term Exam	Course/Discussion from session 1 to 16	
17	Study Skills (Introduction and Importance)		
18	Skimming and scanning skills		
19	Intensive and Extensive skills		
20	Reading skills		
21	Précis writing		
22	Comprehension solving		
23	Practice of solving Comprehension and discussion		
24	Practice of Unseen comprehension passage and discussion		
25	Letter writing (format discussion)		-
26	Memo writing (introduction and format discussion)		-
27	Practice of Memo writing		-
28	Discussion of Usage of library and internet resources		-
29	Introduction to Presentation skills		-
30	Presentation of students regarding subject topics to check their presentation skills		
31	Review of course material		
32	Class test/quiz and Review of syllabus		
33	Final Term Exam	Course/Discussion from session 1- 32	

Student Evaluation criteria:

Attendance	5%
Workshop / Assignments/Case study	5%
Surprise Test/Sudden Test , Quizzes	5%
Class Participation	5%
Mid Term Paper	30%
Final Term paper	50%
Total	100%

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.

Instructor / Tutor

Approved by:

Chairman