



English Composition & Comprehension

Scheme of Studies for BS (CS) & IT

Program	BS (CS) & IT -(Hons) 4Years
Semester:	1 st Semester-2020
Credit Hours:	03(3-0)
Prerequisites (if any):	No
Course Structure:	Lectures: 2 (1.5 hrs each) + Presentation +Assignments + Quiz+ Class Participation Activities (Case Study)
Course Instructor:	Muhammad Umair Latif

Objectives:

Enable the students to meet their real life communication needs. This course starts with an examination of basic concepts of communication skills and interrelationship organizational goals.

Classroom Behavior:

Regularity and punctuality will be very strictly observed. You have an allowed of **only six absences** (Out of complete sessions). This includes the leaves that are approved from your Respected Head of Department. In case you are absent in six classes, you will get an 'F' in the course. Regarding punctuality, you will be marked present only if you arrive in the class within ten minutes of the scheduled time. Any absents during the presentation sessions will result in deduction of the class participation marks. If your group is making a presentation and you are not there, you get a zero. If you miss a Quiz and deliver your assignment / report after the given date you get zero. The chapters and other material included in the Mid-term and final Exam will be discussed one week prior to its commencement respectively.

Participant Responsibilities:

Class Participation:

Positive, healthy and constructive class participation will be monitored for each class. Particular emphasis will be given during the presentation sessions. The manner in which the question is asked or answered will also be noted. You will contribute to the class participation marks.

ASSESSMENT CRITERIA:

Mid-Term	30%
Final Exam	50%
Class Participation	05%
Presentation	05%
Quizzes	05%
Assignments	05%
Total	100%

COURSE CONTENT:

Paragraph and Essay Writing, Descriptive Essays; Sentence Errors, Persuasive Writing; How to give presentations, Sentence Errors; Oral Presentations, Comparison and Contrast Essays, Dialogue Writing, Short Story Writing, Review Writing, Narrative Essays, Letter Writing

RECOMMENDED BOOK:

English grammar & composition

By wren & martin (with new appendices), revised by n.d.v. prasada rao

SUPPLEMENTARY TEXT:

- Course Handouts (CAN BE PROVIDED BY EMAIL TO CLASS)