



DEPARTMENT OF BOTANY
Tentative Course Plan

Class: Bs Botany

Semester- 3rd

Session: Spring 2019-2023

Instructor	Aiman Fatima	Email: aimanfatima201@gmail.com
Course Title	English - III (Technical Writing and Presentation Skills)	Program BS
Course Number	ENGL-00301	Credit Hours 3(3+0)

Lectureday: period (00:00a.m to 00: 00a.m), Room# 00

Course Objective:

To enable the students to write a research paper/technical report in a succinct manner according to a specified format.

Methods of Teaching

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

Resource Material

1. Text Books

a) Essay writing and Academic Writing

- Writing.Advanced by Ron White. oxford Supplementary skills. Third Impression 1992.ISBN0194354073(particularly suitable for discursive, descriptive, argumentative and report writing).
- College Writing skills by John Langan. McGraw-Higher Education.2004.
- Patterns of College Writing (4th edition) by Laurie G.Kirsner and Stephen R.Mandell. St Martin's press.

b) Presentation skills

c) Reading

The Mercury reader. A custom Publication. Compiled by northern Illinois University. General Editors: Janice Neulib; Kathleen Shine Cain; Stephen Ruffus and Maurice Scharton. (A reader which will give students exposure to the best of twentieth century literature, without taxing the taste of engineering students).

2.Reference Books

i

li

3.Research Papers

i

ii

4.Hot Research Papers

i

li

5.Web Resources

i

ii

Office Hours Help

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
1	Introductory class		
2	Introduction of course		
3	Introduction to Presentation		
4	Presentation skills (introduction and Elaboration of skills)		

5	Communication Skills (listening and Speaking)		
6	Reading and Writing		
7	Essay Writing (introduction and types description)		
8	Descriptive Essay		
9	Narrative Essay		
10	Discursive Essay		
11	Argumentative Essay		
12	Topic to practice Essay (Classroom Activity)		
13	Introduction to Academic writing		
14	Ways to improve Writing skills		
15	Ways to improve Reading skills by assigning topics to students		
16	Review of syllabus for mid term exams		
	Mid Term Exam	Course/Discussion from session 1 to 16	
17	What is Research? (General Introduction)		
18	Types of research (Detailed description)		
19	Qualitative Research		
20	Quantitative Research		
21	Benefits of Research and Scope of Research		
22	How to write Research proposal?		
23	What is research paper? (general Introduction)		
24	Writing a research proposal for Research paper/term paper		
25	Research paper and its style		-
26	Research paper and its content		-
27	Research paper and language to be used in it		-
28	Form of Research Paper		-
29	Clarity of Research paper		-
30	Consistency of material to be used in Research paper		
31	Practice of techniques by writing a sample Research paper		
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