**UNIVERSITY OF SARGODHA**

DEPARTMENT OF ENGLISH

COURSE BREAKUP SPRING 2020

Course Title: English

Credit Hours: 02

Instructor: Mr. Muhammad ali baloch

Email: alibaloch\_30@yahoo.com

DESCRIPTION / OBJECTIVES

The aim of this course is to enhance the speaking and writing skills of the students so that they are able to use the language efficiently in academic and real life situations.

READINGS

* Guffey, E. M, & Loewy, D. (2016). Essentials of Business Communication, Cengage Learning (BOOk I)
* Yule, G. (……). Study of Language. (BOOK II)
* John east woods book, Oxford University Press.
* Burton, S. H. (1984). Mastering English Grammar, MacMillan Master Series.
* Robey, C. et all. (1984). The New Handbook of Basic Writing Skills, San Diego, Calif. : Harcourt Brace Jovanovich.

Contents

* Language and Communication
* An Introduction to the Parts of Speech
* Sentence Makeup & Types.
* Clauses and Sentences
* Working From Opening Sentences
* Developing an Argument
* Organizing and Writing an Essay
* Making Your Own Dictionary
* Workplace Communication
* Proposals and Formal Reports
* Professionalism, Team Work, Meetings and Speaking Skills (Presentation, Discussions & Seminars)
* Translation skills ,paragraph writing ,essay writing.
* Study skills.
* Cv and job application.
* Employment Communication: Résumé, Interview

|  |  |  |
| --- | --- | --- |
|  | COURSE SCHEDULE |  |
| Week | Topics to be Discussed | Reading material |
| 1,2 | Communication   1. Spoken 2. Written | book |
| 3,4 | Managing Communication Problems | Book and slides |
| 5,6 | * Taking Part in Discussions * Expressing Opinons * Translation skills | Book  presentation |
| 7,8 | * Grammar introduction * Practice from book | John east wood’s book |
| 9,10 | * Comprehension skills * Requesting & Giving Information | book |
| 11,12 | * Expressing Thought Processes * Interacting Socially * Preparing for an Interview | Book and hand outs |
| 13,14 | * CV Writing * Letters (Official) * Applications * Job Applications | book |
| 15,16 | * Report Writing (short) * Paragraph Writing | book |
| 17,18 | Essay writing |
| 19,20 | * Aspects of Oral Skills * Fluency * Non Verbal * Accuracy | notes |
| 21,22 | * grammar | book |
| 23,24 | * Techniques/Activities/Strategies of Fluency * Oral Presentations | notes |
| 25,26 | * Interviews * Discussions | Hand outs |
| 27,28 | * Aspects of Accuracy | Notes ,videos |
| 29,30 | * Phonemes * Syllables | Notes ,book |
| 31,32 | * Pronunciation of Words * Intonations | book |
| 33 | quiz |  |
| 34 | **Final Term Exam** | |
| 35 | **results** |  |

ASSIGNMENTS& ASSESSMENT CRITERIA

**Sessional** : 10 Marks (Assignments)

**Final Exam** : 90 Marks

RULES AND REGULATIONS

1. Every student enrolled in this is expected to attend all lectures. For this purpose, university regulations governing attendance will be forced. Only official excuses submitted within one week of the occurrence of absence will be acceptable.

2. All quizzes, presentations and assignment are counted towards the final grading of students. NO MAKEUP QUIZZES WILL BE GIVEN FOR ANY REASON. If any student have an OFFICIAL excuse for missing a quiz, his or her quiz grade will be based on your Final Exam result.

3. Cheating in quizzes, exams, or the final exam will result in the cancellation of quiz/ paper or final paper.