

UNIVERSITY OF SARGODHA  
DEPARTMENT OF ENGLISH LANGUAGE & LITERATURE

COURSE OUTLINE

Spring 2020

Course Title: **Communication Skills (English II)**

Course Code: **ENGL-5107**

Credit Hours: **03**

Instructor: **Asad Nazar Awan**

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**DESCRIPTION & OBJECTIVES**

**Course Objectives**

- The basic aim of this course is to develop critical reading and critical thinking among the students.
- Enable the students to meet their real life communication needs.
- This course also aims to train students to meet the demands of other subjects written in the English language.

**Students Learning Outcomes (SLOs)**

At the end of this course a student should be able to . . .

- Demonstrate the students' skills of Communication.
- Develop intellectual flexibility and creativity, so that they may engage in lifelong learning.
- Demonstrate paragraph and essay writing skills.
- Demonstrate the ability to analyze the grammar.

**Text Book(s)**

- Communication Skills by Sanjay Kumar and Pushp Lata second edition by oxford University Press(1986).
- A Practical English Grammar by A. J. Thomson and A. V. Martinet,4th Edition Oxford University Press (1986).
- Basic English Usage by Michael Swan, Oxford UnivPr (Sd) (January 1986). ISBN-10: 0194311872

**READINGS**

- OXFORD Guide to EFFECTIVE WRITING & SPEAKING by JHON SEELY.
- Functional English In Aglobal Society: Vocabulary Building and Communicative Grammar by Nicanor L. Guintomary Ann R. Sibal Brian D. Villaverde Dept. of Languages, Literature and Humanities College of Arts and Sciences Southern Luzon State University (2012).
- Exploring the world of English by ILMI publisher.

**COURSE SCHEDULE**

Week	Topics and Readings	Reading	Dates
1.	<ul style="list-style-type: none"><li>• Introduction to writing skills : stages and its types.</li></ul>	Book	1 <sup>st</sup> week
2.	<ul style="list-style-type: none"><li>• Paragraph writing, practice in writing a good, unified and coherent paragraph.</li></ul>	Book	2 <sup>nd</sup> week
3.	<ul style="list-style-type: none"><li>• Introduction to essay writing ,practice in making comprehensive outline for an essay.</li></ul>	Book	3 <sup>rd</sup> week
4.	<ul style="list-style-type: none"><li>• Discussion on techniques for writing CV and JOB APPLICATION.</li></ul>	Book	4 <sup>th</sup> week
5.	<ul style="list-style-type: none"><li>• Quiz</li></ul>	Book	4 <sup>th</sup> week
6.	<ul style="list-style-type: none"><li>• Translation skills: Urdu to English, Techniques and practice</li></ul>	Book	5 <sup>th</sup> week

7.	<ul style="list-style-type: none"> <li>Discussion on basic sentence structure, components of sentence and Revision of Tenses.</li> </ul>	Book	5 <sup>th</sup> week
8.	<ul style="list-style-type: none"> <li>The Present ,Past and Future Tenses: Practice</li> </ul>	Book	6 <sup>th</sup> week
9.	<ul style="list-style-type: none"> <li>The use of (Is, am, are) ( was, were) Has/have /had to ,(will have shall have to) and practice session.</li> </ul>	Book	7 <sup>th</sup> week
10.	<ul style="list-style-type: none"> <li>Causative sentences and conditional sentences # Practice session.</li> </ul>	Book	8 <sup>th</sup> week
<b>Mid Term</b>			
11.	<ul style="list-style-type: none"> <li>The Gerund &amp; The Participles; Commands, Requests, Invitations, Advice, Suggestions; The Subjunctive: Discussion and practice.</li> </ul>	Book	9 <sup>th</sup> week
12.	<ul style="list-style-type: none"> <li>Introduction to study skills: Reading skills ,strategies ,types and its components.</li> </ul>	Book	10 <sup>th</sup> week
13.	<ul style="list-style-type: none"> <li>QUIZ</li> </ul>		10 <sup>th</sup> week
14.	<ul style="list-style-type: none"> <li>Comprehension, summary and précis writing: Rules and strategies; discussion.</li> </ul>	Book	11 <sup>th</sup> week
15.	<ul style="list-style-type: none"> <li>Practice in making précis of passages.</li> <li>Numerals, Dates, and Weights And Measures; Spelling Rules;</li> </ul>	Book	12 <sup>th</sup> week
16.	<ul style="list-style-type: none"> <li>Academic skills , letter writing, minutes of meeting ,use of library and internet.</li> </ul>	Book	13 <sup>th</sup> week
17	<ul style="list-style-type: none"> <li>Introduction to presentation skills : personality development( emphasis on content , style and pronunciation)</li> </ul>	Book	14 <sup>th</sup> week
18	<ul style="list-style-type: none"> <li>Comprehensive QUIZ and Group Discussion.</li> </ul>		15 <sup>th</sup> week
17	<ul style="list-style-type: none"> <li>Presentations.</li> </ul>		16 <sup>th</sup> week
<b>18</b>	<b>Final Term</b>		
<b>RESEARCH PROJECT</b>			

*Research Assignments showing practical knowledge regarding writing skills. The students will be allowed to check plagiarism by creating their subaccounts on TURNITIN (provided by the course instructor).*

#### ASSESSMENT CRITERIA

<b>Sessional:</b>	<b>20</b>
Project/Assignment:	10
Presentation:	05
Participation:	02
Attendance	03
<b>Mid</b>	<b>30</b>
<b>Final exam:</b>	<b>50</b>

#### RULES AND REGULATIONS

- *Come to class prepared and ready to participate actively in the class session.*
- *Participate in class through active listening, asking questions and taking part in discussions.*
- *Keep your cell phones on silent mode.*
- *Discuss when allowed by the instructor.*
- *Be polite and respectful even to your peers.*

- *If you are late, silently enter the class and sit on the available seat without disturbing the class decorum.*
- IMPORTANT: All policies of the Department shall be abided by in letter and spirit.