**UNIVERSITY OF SARGODHA**

**DEPARTMENT OF EDUCATION**

COURSE OUTLINE (BEd – honor) Semester V Fall 2020

Course Title: English-III (Teaching Writing and Pres. Skills)

Course Code: ENG-301

Credit Hours: 3(3-0)

Instructor: Ashfaque Ahmad SHAH, PhD

Email: [multanxa@gmail.com](mailto:multanxa@gmail.com)

DESCRIPTION AND OBJECTIVES

This course is designed for BEd honors candidates to prepare them to situate themselves as researching professionals and at the same time enhance their own professional practice. Students will engage in a critical analysis of different research work and relate it to their own context. The units provides students with the opportunity to engage with the research literature and to establish how different researchers techniques help improve the overall classroom situation

INTENDED LEARNING OUTCOMES

At the end of the course, the learners will be able to

* Discuss the meaning, nature & scope of research in education
* Situate themselves as researching professionals
* Conduct research in different educational settings
* Write research report and present it effectively

COURSE CONTENTS

1. Presentation skills

2. Reading skills

3. Academic reading

4. Style, content, language, form, clarity, consistency

5. Technical report writing

6. Progress report writing

7. Essay writing

8. Academic writing

9. Paragraph and essay writing

10. Organization and structure of paragraph and essay

11. Logical reasoning

12. Transitional devices (word, phrase and expressions)

13. Development of ideas in writing

14. Styles of documentation (MLA and APA)

15. In-text citations

16. Plagiarism and strategies for avoiding it

COURSE SCHEDULE

|  |  |  |
| --- | --- | --- |
| **Week** | **Topics and Readings** | **Books with Page No.** |
| 1 | 1. Presentation skills | Effective Presentation Skills  Pp 15 to 30 |
| 2 | 2. Reading skills | Reading Skills  Pp. 1 to 8 |
| 3 | 3. Academic reading |  |
| 4 | 4. Style, content, language, form, clarity, consistency |  |
| 5 | 5. Technical report writing |  |
| 6 | 6. Progress report writing |  |
| 7 | 7. Essay writing  8. Academic writing |  |
| **8** | **Mid Term Exam** |  |
| 9 | 9. Paragraph and essay writing | English Essentials  Pp. 4 to 6 |
| 10 | 10. Organization and structure of paragraph and essay | English Essentials  Pp. 6 to 8 |
| 11 | 11. Logical reasoning |  |
| 12 | 12. Transitional devices (word, phrase and expressions) |  |
| 13 | 13. Development of ideas in writing |  |
| 14 | 14. Styles of documentation (MLA and APA)  15. In-text citations |  |
| 15 | 16. Plagiarism and strategies for avoiding it |  |
| **16** | **Final Term Exam** |  |

RESEARCH PROJECT /PRACTICALS /LABS /ASSIGNMENTS

Practical work by the student teachers

Preparing a Research Proposal and Research Report

ASSESSMENT CRITERIA

MidTerm Exam 30%

Sessional Marks 20%

MidTerm Exam 50%

READINGS

Recommended Books

~~Ron White (2018).~~ *~~Writing~~*~~. Advanced~~ *~~Oxford supplementary skills~~*~~. ISBN 0194354073 (particularly suitable for discursive, descriptive, argumentative and report writing).~~

Suggested Books

~~Langan, J. (2016).~~ *~~College writing skills.~~* ~~McGraw-Hill Higher Education.~~

~~Laurie G.Kirszner and Stephen R. (2018).~~ *~~Patterns of college writing~~* ~~(4~~~~th~~ ~~Ed.). Mandell: St. Martins Press.~~