**URCE-5103 Functional English–III (Technical Writing & Presentation Skills) 3(3+0)**

The course aims to be comprehensive in its coverage and depth so that, on its completion, participants will have gained both a theoretical understanding of the basic principles of Second Language Acquisition and the practical knowledge of how to apply these principles effectively in the language classroom. The course focuses on ways of teaching young learners the four skills of listening, reading, speaking and writing to enable them to reach a basic level of communicative competence in both spoken and written English. The students would be able to the content logically to add specific details on the topics such as facts, examples and statistical or numerical values. The course will also provide insight to convey the knowledge and ideas in objective and persuasive manner. Furthermore, the course will also enhance the students’ understanding of ethical considerations in writing academic assignments and topics including citation, plagiarism, formatting and referencing the sources as well as the technical aspects involved in referencing.

*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

*Recommended Texts*

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

*Suggested Readings*

1. Langan, J. (2016). *College writing skills.* McGraw-Hill Higher Education.
2. Laurie G.Kirszner and Stephen R. (2018). *Patterns of college writing* (4th Ed.). Mandell: St. Martins Press.