**UNIVERSITY OF SARGODHA**

**DEPARTMENT OFPSYCHOLOGY**

COURSE OUTLINE Fall 2020

Course Tittle: Report Writing & Presentation Skills

Course Code: MSc -I, PSY-500

Credit Hours: 3

Instructor: ANAM KHAN

Email: anamkhan8@yahoo.com

DESCRIPTION& OBJECTIVES

* To speak and write effectively in the discourse of the discipline.
* To learn the skills of giving oral presentations that are well structured to the audience.
* To understand the syllabi Properly

READINGS

Holliday, A., Hyde, M., & Kullman, J. (2010). Intercultural communication: An advanced resource book for students. Routledge.

Toth, Z. (2010). Foreign language anxiety and the advanced language learner: A study of Hungarian students of English as a foreign language. Cambridge Scholars Publishing.

Vurdien, R. (2013). Enhancing writing skills through blogging in an advanced English as a Foreign Language class in Spain. Computer Assisted Language Learning, 26(2), 126-143.

Jones, L., & Alexander, R. (2000). New international business English updated edition teacher's book: Communication skills in English for business purposes. Cambridge university press.

Thomas & Martinet. (2000). A practical english grammar. India: Chand Publishers.

CONTENTS

1. Language and Communication
2. Dictionary Skills
3. Grammar Skills
4. How to tackle a Book?
5. Reading Skills
6. Writing Skills
7. Listening Skills
8. Oral Skills
9. Communication Skills

COURSE SCHEDULE

|  |  |  |
| --- | --- | --- |
| Week  | Topics and Readings Give Reading No from your list of readings above and its Page Nos. relevant to the topic(s) covered each week | ***Dates***  |
| 1. | Sentence Construction and Tenses |  |
| 2. | Direct and Indirect Narration |  |
| 3. | Active Voice & Passive Voice |  |
| 4. | Parts of Speech and English Usage |  |
| 5. | Skimming and Scanning |  |
| 6. | Predicting and Questioning and SQRRR |  |
| 7. | Seminar Skills and Interviewing Skills |  |
| 8. | Writing Research Papers, Letter & Application Writing |  |
| 9. | Mid Term Week  |  |
| 10. | Composition Writing and Paragraph Writing |  |
| 11. | Interpretive Paragraph and Analytical Paragraph |  |
| 12. | Narrative Paragraph and Organization of Paragraphs |  |
| 13. | Notes Taking, CV / *Résumé* Writing  |  |
| 14. | Real Listening and Intensive and Extensive Listening |  |
| 15. | Listening Practices and Effective Listening; Listening Strategies |  |
| 16. | Presentation Skills and Participating in Discussions |  |

RESEARCH PROJECT

Focus group discussion/seminar/workshop/ practical work will be conducted in running semester on the availability of time and resources

ASSESSMENT CRITERIA

Write here the distribution of marks. You can choose any or all from below for the purpose.

Sessional: 20 (10 marks for each case)

Midterm: 30

Final exam:50

RULES AND REGULATIONS

Zero tolerance on decided date and timing of assignment, presentation, test

Learning Outcomes

* It will inculcate a sense of team spirit and group dynamics among the students.
* Students will be able to understand various modes of exercises (mental and physical) for ensuring an optimal morale.
* They will learn the role of psychologist in initiating and sustaining optimal motivation on and off ground.