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| **ICCS** |
| **University of Management and Technology** |
| **C-11, Johar Town, Lahore, Pakistan** |

**Course Title:** Composition and Communication (English II)

**Course Code:** EN102

**Semester:** Spring 2016

**Pre-Requisite:** English I

**Course Instructor:**

**Email:**

**Course Description:**

This course is designed to improve and polish the communication skills through **listening, speaking, reading and writing**. Documentaries, Movie clips, Motion pictures, online and book resources for grammar exercises, articles from major national and international newspapers (Express Herald Tribune, Dawn etc.) are included to emphasize **personal and reflective, expository, analytical, argumentative** writing that forms the basis of academic and professional communication. It fosters the development of writing faculty in any context. In addition, this course incorporates the proper utilization of critical observation and analytical thinking through **formal and informal presentations** also. Students are motivated to place a high emphasis on content, purpose, audience and overall coherence patterns.

**Requirements:**

The students must have:

* Passed the course (English-I).
* Developed narrative and descriptive essay writing skills.
* Demonstrated presentation skills through formal & informal class presentations.
* Offered and received peer critiques.
* Developed drafts of your work and understood the importance of revision.
* Made use of library services.
* Written brief journals.

**Objectives**

After the successful completion of this course, students will:

* A range of reading and writing activities will be provided so that students will present and write personal, expository and persuasive/argumentative essays effectively in both written and oral communication
* Demonstrate excellent comprehension skills in presentations and written work
* Give excellent formal and informal presentations
* Demonstrate proficiency in English grammar and composition

**Course Policies:**

* Acceptance of late class work will be left to the instructor’s discretion (in most cases you will lose ten percent of grade for each day)
* Class participation is mandatory. Beware! 10% of your course marks is based on your performance in class
* Instructor reserves his right to exercise his discretionary power for tardiness or late attendance (Most of the times, you will lose ten percent of the attendance grade for coming late the third time)
* **Academic honesty** is assumed. All work you submit must be your own.
* **Avoid Plagiarism.** All the cases of plagiarism will be referred to controller’s office. Please click the link given below for university policy on plagiarism. (<http://www.uvas.edu.pk/news/HEC_PLIAGERISM_POLICY.pdf>)
* **Grading Criteria:**
* **Quiz:** 10 Marks
* **Assgnments**: 10 Marks
* **Midterm:**  30 Marks
* **Att+CP:** 05 Marks
* **Presentation:**  10 Marks
* **Final Term:** 35 Marks
* **Total:** 100 Marks

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|  | **Topics** | **In Class Activities** | **Learning Outcomes/ Objectives achieved/Rationale** |
| **Week 1** | Evaluation/Assessment  Ice breaker (Speaking Skills)  Introduction of Course Outline  Grammar   * Paragraph writing * Tenses/ Comparison of Tenses | * **Diagnostic Test** * **Q/A session regarding course outline** * **Pair activity to introduce partner as well as his liking and disliking** | To Assess and to judge the students level, their strengths and weaknesses.  Students can openly discuss about the course they will be taught and participate in class discussions |
| **Week 2** | * Introduction to personal essays * /How to write a personal essay) Structure and techniques * Grammar * Sentence structure * Sub- Verb agreement * + Introduction about news (paper articles | * **Lecture will be through Power point Presentation & Handouts will be given to class** * **Divide the class into three groups of (eight) each and give them a sentence starter. After completion of the story one member from each group will present it, leading to mutual discussion and peer critique.** * **(assignment / rubric provided along with topics)** | Students will be introduced to Personal Essay.  Divide the class into three groups of (eight) each and give them a sentence starter. After completion of the story one member from each group will present it, leading to mutual discussion and peer critique.  Reader II  Short story  Novel 20 pages reading  Assignment 1 |
| **Week 3** | * personal essay * Grammar: * Tenses/ irregular verbs * Reader II (Short story) * News paper article (Critica reading to form review) | * **Class discussion on the article given earlier in class and the students will be to share their language barriers according to their experiences i.e. The language that they speak at their home and the language they are supposed to speak in the class.** * **Discussion** * **Class assignment on personal essay** * **Presentation** * **QUIZ 1** | The discussion on the topic will help them to analyze, synthesis and generate new ideas  Students will be enabled to compose sentences effectively into paragraphs and paragraphs into personal essay by providing their insight to their personal experience.  It will stimulate their writing skills  Topic Subject Verb agreement of Grammar will elevate students’ proficiency to write error free piece of writing. |
| **Week 4** | * Letter writing * Format provided * Vocabulary provided * Video clip Comprehension (Documentry) | * **Presentation on the given task (by students) (creative writing)** * **Contextualized grammar activities** * **Lecture will be through Power point Presentation & Handouts will be given to class** | Students will be given time to practice and brainstorm by providing them some vocabulary.  Students will be enabled to understand the patterns of different genres of writing styles with attention to grammar, syntax, content and organizational structure  Reader II  Short story  Essay  NOVEL next 20 pages  Assignment 2 |
| **Week 5** | **Reader II**   * Poem/short story/Essay * Focus on tenses * Email writing introduction | * **Assignment based on reader/ quiz/ writing** * **Questions will be asked from students from reader and they will write appropriate answers after reading the text critically** * **Rubrics provided/ class reading and discussion** * **Lecture on Run on sentences will be given through Power point Presentation & Handouts will be given to class** * **Exercise on fragments and Run On sentence** * **QUIZ 2** | Reading skills will sharpen the writing expression of the students.  Rubrics will be provided by the teacher on which the marking will be done by the teacher.  Assignments will be given to analyze the writing skills of the students.  Novel writing “The Alchemist (First part) |
| **Week 6** | * Class discussion on novel (Significance of dreams in practical life in the light of novel) * Discussion on Reader and Novel * Expository EssayIntroduction | * **Lecture will be through Power point Presentation & Handouts will be given to class** * **Writing task after reviewing the newspaper on current issue** * **Presentation of the written task will be marked** * **Comprehension exercise from newspapers** * **Exercise based on corrections of the grammar errors( verb and subject agreement/tenses)** * **Quiz 3** | Read and comprehend to develop Cognitive/critical thinking  Students will be able to read effectively and develop the habit of reading and will be enabled to think critically.  Grammar Lecture on analysis of error will be delivered to enable the students to write an error free piece of writing.  Novel (2nd part)  Assignment 3 |
| **Week 7** | * Expository essay * **Use of Modal Auxiliaries** * **Reader (Essay/ Discussion+ writing)** | * **Lecture will be through Power point Presentation & Handouts will be given to class** * **Assignment on expository essay Rubrics will be provided)** | Expository writing techniques will enable the students to compose an error free piece of writing.  Use of Modal Auxiliary will be taught to improve the writing skills of the students. |
| **Week 8** | **Revision and Midterm Examination**  Grammar: Dependant/ Independent sentences | * **Different topics for the midterm exam will be assigned to different groups and they will discuss all the topics** | **The discussion on all the previous topics will lead to revision and preparation for the midterm exam**  Mid Term Test  II nd Session Assignment 4 |
| **Week 9** | * Reader II Short story/ Essay * Assignment / Quiz * Formal/ Informal letter introduction   **Argumentative Essay** | * **Reading text in class from reader** * **Functional vocabulary will be discussed in according to different context. Complaining and protesting, apologizing, forgiving and reconciliation**   **Quiz 4 based on novel 2nd Part** | Reading activities will enable the students to comprehend and write by their own. |
| **Week 10** | * **Argumentative Essay Practice** * **Presentation skill intro** * Speech anxiety * What is speech anxiety and how to control speech * **News Paper Article** | * **Matching headings: different passages will be given in a worksheet and there will be a list of headings. Students are supposed to match the heading with the passages after reading them.** | Speaking activity will be conducted to overcome the speech anxiety of the students.  Assignment 5 |
| **Week 11** | * Movie clip * Pursuits of Happiness OR Captan Philips * Review / quiz / character analysis * Listening skill * Review Writing strategies and practice | * **Worksheet (on the clip of the movie based on articles to be filled)** * **Write a review on the movie on complete movie shown in edited form** * **Write a dialogue on given situation** * **QUIZ 5** | This lesson will foster reviewing skills among the students.  Enhance the listening skill and use of articles in one go  Students will be able to analyze and synthesize their observation of different characters of the movie.  Discussion on novel  Assignment 6 |
| **Week 12** | * Reading Comprehension * Reader II Short story Essay * Argumentative article from news paper * Listening comrehension | * **Lecture will be through Power point Presentation & Handouts will be given to class** * **Discussion/ worksheet for the essay** * **Listening activity through argumentative dialogue** | Students will learn to write argumentatively. It will enhance their analytical skills. Students will be able to think through complex processes and make decisions |
| **Week 13** | * Class task: essay writing * (Rubrics provided) * Reader II * E mail writing skill * Grammar: Regular and irregular verbs | * **Group discussion on techniques of argumentative writing.** * **Class activity to analyze tables and graphs through arguments.** * **Develop three to four paragraphs on argumentative writing** * **Exercise on regular and irregular verb** * **Quiz 6** | Visual activity will enhance students’ interest for the topic and provide them a ground to base their composition on strong basis.  Students will be able to read effectively and develop the habit of reading. |
| **Week 14** | * Recap of Reader * Grammar review * Vocabulary * Using appropriate vocabulary | * **A quick review of the reader by students and discussion** * **Listening activity** * **Quiz to ensure the learning** * **Exercises on Word formation (prefix and suffix)** | Recap of the reader will lead to revision  Listening will be enhanced  Students will be able to enhance their vocabulary and can have idea about the meaning of the words due to its formation. |
| **Week**  **15** | **Presentations** | **Presentations** | To prepare for the final exam and revise the concepts |
| **Week 16** | **Exams** | **Final Examination** | To evaluate the grade |

***Assignment depends upon teacher’s discretion***

**Assignment 1**: **Personal essay**

**Assignment 2: Expository essay**

**Assignemnet 3: Formal letter OR Apllication for grade change**

**Assignment 4: Argumentative Essay word limit 450- 500**

**Assignment 5: Email. Writing**

**Asssignment 6: Writng (Teacher’s Discretion)**