



University of Management and Technology
Center for English Language (CEL)

Course Outline: English I

Week	Topics	In class Activities	Home Assignments
1.1	Evaluation/Assessment (Based on Basic English Course)		
1.2	Ice breaker Introduction of Course Outline	Peer Interview Q/A session regarding course outline	
2.1	The Paragraph Defined (Hand outs) Basic Paragraph Patterns Brainstorming Defining the Controlling Idea Writing the Controlling Idea as a Topic Sentence Compound Sentence (Grammar hand outs)	Brainstorming on a topic “ The ways you Use your Compute” Exercises: Evaluating Topic Sentences Write Topic Sentence on the same topic you brainstormed. Mark the subject & treatment parts The Stolen Laptop (Reading comprehension for compound sentences along with exercise)	Reading of hand outs “How to make an outline” Search & analyze a sample paragraph and find out topic sentence, supporting details & concluding sentence
2.2	Developing an Outline (Hand outs) Writing a paragraph Complex Sentence (Grammar hand outs)	Writing process worksheet will be given to the students Exercise: Write a paragraph on the topic “An Event that was Important to You” “Using Visuals to Take On a Tumor” (Reading comprehension for complex sentences along with exercise)	Revise & Edit your first draft according to the hand outs given to you) Coherence, Language Unity, Support, Sentences. Are all problems in such areas as capitalization, punctuation & spelling corrected?
3.1	Quiz I (compound & complex sentences) Narrative Paragraph (Hand outs)	Narrative documentary: “The Student Who Brought His Own Chair to Class” (Reading comprehension for connectors to express time/sequence) Text	Assignment I write a narrative paragraph on your favorite movie

	<p>Documentary (Worksheet regarding narration)</p> <p>http://www.youtube.com/watch?v=OE5Dh_qta5wY</p> <p>Connectors to Express Time/Sequence (Grammar)</p>	<p>type: Narrative</p> <p>Classroom activity:</p> <p>Narrate the story of the documentary you have watched</p>	
3.2	<p>Descriptive paragraph (ppt and handout)</p> <p>staffwww.fullcoll.edu/sportman/Descri... – Using Descriptive Language (precise nouns, action verbs, vivid adjectives/adverbs, sensory words)</p> <p>Grammar: Tenses</p>	<p>Documentary</p> <p>http://www.denmans-garden.co.uk/description.asp</p> <p>Write a descriptive paragraph on garden near your house/in your house.</p> <p>Peer critique</p> <p>First Time Aloft by Herman Melville</p> <p>(Students will differentiate narrative & descriptive elements from these excerpts)</p> <p>Tenses: (Hand Outs for home)</p>	<p>Assignment II</p> <p>Describe the scenario of the traditional wedding in our society.</p>
4.1	<p>Reading Comprehension</p> <p>Narration and Description</p> <p>(Descriptive techniques)</p> <p>Grammar (Past tense)(the use of tense in narration)</p> <p>(Narrative techniques)</p> <p>Visual comprehension</p> <p>Story of Pakistan. (exercise)</p>	<p>Reading a narrative descriptive excerpt from (The Hound of the Basker Villes by Sir Arther Conan Doyel)</p> <p>Doyel, Conan. (1965). <i>The Hound of the Basker Villes</i>. Airmount Publishing Compney, Inc</p> <p>Students Practice sheet one (based on their reading)</p> <p>(descriptive language or phrase and Writing techniques: Nouns, adjectives, or action verbs)</p> <p>http://owl.english.purdue.edu/owl/resource/685/03/</p> <p>(Story of Pakistan)</p> <p>http://www.tagm2u.tk/</p>	<p>Assignment: Narrate your visit to a wedding ceremony.</p> <p>Use descriptive language; describe the weather, your friends, the time, dress, day and your feelings.</p> <p>Bring for discussion into next class</p>

		<p>http://www.grammar-quizzes.com/presten5b.html</p> <p>http://www.grammar-quizzes.com/modalquiz.html</p> <p>http://www.vivquarry.com/wkshts/narrative.html</p> <p>http://owl.english.purdue.edu/owl/resource/685/04/</p> <p>Students Practice sheet Two</p> <p>(Narrative techniques: The use of past tense)</p>	
4.2	<p>Narrative and Descriptive techniques</p> <p>Thesis statement</p> <p>Body paragraphs</p> <p>Grammar: Present tense</p>	<p>Discussion based on Homework</p> <p>(peer critique and classroom discussion)</p> <p>Thesis statement: A PowerPoint presentation</p> <p>http://www.unc.edu/depts/wcweb/handouts/thesis.html</p> <p>http://owl.english.purdue.edu/owl/resource/724/02/</p> <p>http://www.custom-essays.org/structure/Essay_Body_paragraphs.html</p> <p>Worksheet for thesis statement</p> <p>Sample: Thesis statement</p> <p>(The important of thesis statement for an essay writing)</p>	<p>Develop a good thesis statement for any 3 of the following topics</p> <p>My favorite movie</p> <p>The secret of good student</p> <p>An unforgettable incident</p> <p>Internet addiction</p> <p>Bring the home work in class for discussion</p>
5.1	<p>Grammar: Rules for Punctuation</p> <p>Formal and informal letter writing (ppt & handout)</p> <p>Difference between letter and application.</p> <p>Quiz: Punctuation</p>	<p>Discussion and activity regarding punctuation.</p> <p>http://owl.english.purdue.edu/owl/resource/566/01/</p> <p>Introduction to formal and informal letter(ppt, handouts)</p> <p>Taylor, Shirley. (1998). <i>Model Business Letters and Other Business Documents</i>. Financial Times Professional Limited.</p>	<p>Search: At least bring two different editorials from 'Express Herald Tribune, The New York Times, Wall Street Journal or The Guardian' of the same theme 'Raymond Davis released'. Read the editorials so that you might be ready for the next class discussion.</p>

		<p>http://owl.english.purdue.edu/owl/resource/674/01/</p> <p>Sample Letters (on various ongoing concerns)</p> <p>http://www.authorstream.com/Presentation/yashyanthi-23069-air-canada-cover-letter-coverletter-education-ppt-powerpoint/</p> <p>Write a letter to your parents to inform about the problems you are facing in university.</p>	
5.2	<p>Format for letter to the editor</p> <p>Letter to the editor</p> <p>Grammar: Past Tense</p>	<p>Discussion based on sample letters</p> <p>(Express Herald Tribune)</p> <p>http://penpallingandletters.blogspot.com/2010/08/how-to-write-letter.html</p> <p>Introduction to letter to the editor</p> <p>Discussion on sample letters</p> <p>Activity:</p> <p>Develop a letter to the editor and record your opinion regarding national integrity and release of Raymond Davis.</p>	<p>Letter to the S.D.O WAPDA for the correction of erroneous bill.</p> <p><i>tribune.com.pk/Pakistan</i></p>
6.1	<p>Quiz: Write a letter to the Editor</p> <p>Reading comprehension</p> <p>Critical thinking</p> <p>Memo format</p> <p>Grammar: Present perfect and past indefinite</p>	<p>Reading comprehension (Domestic violence: Four in five women in Pakistan face some form of domestic abuse: Report) Published in <i>The Express Tribune</i>, March 2nd, 2011.</p> <p>Activity 1: discussion</p> <p>Activity: Write a letter to the Editor regarding the issue of Domestic violence, describe the causes and suggestion for its remedy in the light of your reading the article</p> <p>Memo: ppt</p> <p>www.albany.edu/faculty/jjpowers/Fall2004/isp499zT/memo.ppt</p> <p>Memo: (hand outs and classroom discussion: Home)</p>	<p>Activity: write a memo to the employ regarding the new attendance rules</p> <p>Do exercises regarding present perfect and past indefinite tenses.</p> <p>http://www.ego4u.com/en/cram-up/grammar/exerciseshttp://www.rong-chang.com/quiz.htm</p>

		<p>http://courses.washington.edu/affhsg/pdf/memmoonmemos.pdf</p> <p>http://www.queensu.ca/writingcentre/handouts/Memos.pdf</p> <p>Sample memo: classroom discussion</p> <p>http://www.worldwidetefl.com/mbl/</p> <p>http://www.writing.engr.psu.edu/workbooks/memo_format.htm</p> <p>↓</p> <p>Intermediate English Grammar, Raymond Murphy, Second Edition, Cambridge University Press</p> <p>http://www.englishtenseswithcartoons.com/</p>	
6.2	<p>Peer critique</p> <p>Grammar: Quiz (present tense and Past tense)</p>	<p>Peer critique on home assignment</p> <p>class room discussion</p> <p>Quiz: The use of present perfect and past indefinite tense http://www.ego4u.com/en/cram-up/grammar/exerciseshttp://www.rong-chang.com/quiz.htm</p>	<p>Activity: Surf internet and bring at least one CV sample for classroom discussion.</p> <p>http://jobsearch.about.com/od/cvsamples/a/blsamplecv.htm</p>
7.1	<p>CV format</p>	<p>CV: ppt</p> <p>www.kii.ntf.uni-lj.si/anglescina/ppt/Writing%20a%20CV.ppt</p> <p>Discussion based on CV format based on sample</p> <p>http://www.samplecvs.org/</p> <p>http://jobsearch.about.com/od/cvsamples/a/blsamplecv.htm</p> <p>Activity: CV worksheet</p> <p>http://jobsearch.about.com/od/resumes/l/blworksheet2.htm</p>	<p>You are applying for the job of assistant manager in a renowned company, Develop a CV for the job and there will be presentation based on your CV.</p>
7.2	<p>CV: Presentation</p>	<p>CV: Presentation and Classroom discussion</p>	<p>Bring one sample of cover letter in next class.</p> <p>http://jobsearch.about.com/od/coverlettersamples/a/coverlettsample.htm</p>

8.1	Review Sample:	<p align="center">Classroom discussion based on samples</p> <p align="center">Paragraph</p> <p>Narration: Sample Narrative/Descriptive Paragraph "Ole Pokey" http://vgay.columbiastate.edu/DevelopmentalWritingOnline/sampleNarrativeDescriptiveParagraph.htm</p> <p align="center">Description</p> <p>http://whs.wsd.wednet.edu/Faculty/Zobel/DescriptiveParagraph.html#TransEngDescPara</p> <p>http://www2.athabasca.ca/services/write-site/documentation/Samples-Descriptive-Paragraphs.pdf</p> <p align="center">CV</p>	Prepare yourself for the midterm paper
8.2	Mid Term		
9.1	<p align="center">Cover letter</p> <p align="center">The purpose of cover letter</p>	<p align="center">Cover letter Presentation http://www.ogi.edu/graduate_edu/students/careers/Cover_Letter_Presentation.pdf</p> <p align="center">Discussion on cover letter http://www.black-collegian.com/career/resumecover2001-1st.shtml</p> <p align="center">Cover letter format</p> <p align="center">Different types of cover letter</p> <p align="center">Sample for discussion</p>	Search for any job or ads and write a cover letter in response to that adds.
9.2	<p align="center">Review (Student's cover letters)</p> <p align="center">Comparison and Contrast</p>	<p align="center">Comparison and Contrast(ppt)</p> <p align="center">umhs.eduhsd.k12.ca.us/Owl/overview_comp-cont.ppt</p> <p align="center">ww2.sjc.edu/ebelcher/Compareandcontrast.ppt</p>	Make comparison and contrast of your life at school and now at university.

		<p>Steps to develop comparison and contrast paragraph(handout)</p> <p>http://lrs.ed.uiuc.edu/students/fwalters/compcont.html</p> <p>Sample paragraphs</p> <p>http://www.essaystart.com/Kinds_of_Essays/Essay_Samples/comparison_Essay_Sample.htm</p> <p>http://www.shvoong.com/social-sciences/714545-compare-contrast-small-town-life/</p> <p>Worksheet for writing compare and contrast.</p> <p>http://educationextras.com/loc%20pdfs/attachments_2009_12_17%20part%202/compon_organizer.pdf</p> <p>http://www.worksheetlibrary.com/subjects/languagearts/writing/compareandcontrast/lawritingcomparecontrastparagraphseta46.pdf</p>	
10.1	<p>Comparison and contrast</p> <p>Grammar: Adjectives for similarities and differences</p> <p>Exercise: Comparing and contrast</p>	<p>Article: The narrative of the middle class — I</p> <p>By Ayesha Siddiq</p> <p>Published: April 16, 2011</p> <p>Classroom discussion: “They are viewed as drivers of the change”. How the writer has compared the two drivers of the two middle classes Pakistan and India.</p> <p>Exercise worksheet: Joining sentences to show comparison and contrast</p> <p>Handouts: Adjectives for similarities and differences</p> <p>Teacher material: comparison and contrast essay</p>	<p>Compare the role of the two important classes upper and middle class of your society and their role in the current politics of the country.</p> <p>Prompts: who are the ruling class and who are the drivers of the change etc .</p>
10.2	<p>Exercise: Comparing the present and the past</p> <p>Movie “Kite Runner” activity & exercise</p>	<p>Movie: Kite Runner (1 hrs and 25 min)</p> <p>Worksheet: Movie “Kite Runner” activity & exercise</p> <p>Handouts (stating contrast or contrary outcomes)</p>	<p>How life and the problems that are presented in this movie are similar to our society? Do you find any contrasts?</p>

	Worksheet: Fiction description		
11.1	Quiz: comparison and contrast Cause and Effect	<p>Quiz: Comparison and contrast</p> <p>Cause and effect paragraph(ppt)</p> <p>earning.swc.hccs.edu/members/charlotte.../essay.../CauseEffectEssay1.ppt</p> <p>What is meant by cause and effect in paragraph writing?(handout)</p> <p>http://lrs.ed.uiuc.edu/students/fwalters/cause.html</p> <p>Article: Fear and self-loathing in Pakistan</p> <p>Saad Hafeez April 10, 2011</p> <p>http://blogs.tribune.com.pk/story/5270/fear-and-self-loathing-in-pakistan/</p> <p>Classroom discussion: who and what is responsible for this change?</p>	<p>What were the causes of losing one shoe/fighting between the friends and how it has affected children's life?</p> <p>(movie question)</p>
11.2	Documentary "The Unheard Truth" by Irene Khan Exercise based on cause and effect conjunctions. Quiz: Cause and Effect	<p>Cause and effect documentary, "The Unheard Truth"</p> <p>http://www.youtube.com/watch?v=u5IHv_4cJ90&playnext=1&list=PL11D4CC7FF776287E</p> <p>Article: What is Global warming?</p> <p>http://knowledge.allianz.com/climate/?119/global-warming-definition</p> <p>Activity: Worksheet</p> <p>Quiz: Cause and Effect</p> <p>Discussion based on reading the article: worksheet</p>	<p>Do you agree with Irene's point of view or there are other causes and effects of poverty in society. / What are the causes and effects of pollution in Pakistan?</p>
12.1	Visual comprehension "Scare to leave, Afraid to stay"	<p>Visuals:</p> <p>http://www.youtube.com/watch?v=-</p>	<p>Write 3-4 paragraphs on causes and effects of domestic violence and how this can be diminished/ reduced.</p>

		<p>ZDCv4M8cGo&feature=related</p> <p>Exercise and discussion.</p> <p>Articles related to 'domestic violence and children'(for H.W)</p> <p>http://www.thehideout.org.uk/under10/adults/effectonchildren/default.aspa</p> <p>http://stopvaw.org/Effects_of_Domestic_Violence_on_Children.html</p>	
12.2	<p>Review and discussion of Student's assignment.</p> <p>Documentary: Children suffering in silence the pain of domestic violence</p> <p>Introduction to Essay writing</p>	<p>Documentary: Children suffering in silence the pain of domestic violence</p> <p>http://www.youtube.com/watch?v=eh5fzrn_ONU</p> <p>Exercise : Cause and Effect</p> <p>Introduction to essay writing.</p> <p>http://lrs.ed.uiuc.edu/students/fwalters/essaybasic.html</p>	<p>Write cause and effect essay on "Domestic violence and Children"</p> <p>(graded)</p> <p>Presentations announced.</p>
13.1	<p>Quiz</p> <p>Essay writing</p>	<p>Essay writing (ppt)</p> <p>www.worldofteaching.com/powerpoints/.../Basic%20Guide%20to%20Writing%20an%20Essay%5B1%5D.ppt</p> <p>Essay writing(handout)</p> <p>http://owl.english.purdue.edu/owl/resource/685/1/</p> <p>Sample essays</p>	<p>Write a personal narrative essay on whatever you have learned in this course?</p>
13.2	<p>Review of Students' essays</p> <p>Genre' of essay</p>	<p>Discussion based on home assignment</p> <p>Presentation guidelines (Handouts and prompts)</p>	<p>Prepare for your final graded assignment and presentation</p> <p>Presentation guidelines: (handouts, and prompts)</p> <ul style="list-style-type: none"> • Global warming • Select three objects that symbolize our culture and explain by you selected them • Comparison and contrast too fast food

			restaurants
14.1	Presentation	Day 1	
14.2	Presentation	Day 2	
15.1	Review & Revision	Sample essay:	
15.2	Final Term		