**University of Management and Technology**

**Course Outline**

**Course code**: EN 220 **Course title**: **Research Paper Writing and Presentation**

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| --- | --- |
| Program |  |
| Credit Hours | 03 |
| Duration | 15 weeks |
| Resource Person |  |
| Counseling Timing  (Room# ) | |  |  | | --- | --- | |  |  | |
| Contact | Sadia.riaz@umt.edu.pk |

**Faculty Signature ……………………. Date:**

**Chairman/Director signature…………………………………. Date………………………………………….**

**Dean’s signature…………………………… Date………………………………………….**

**Learning Objective:**

This is an advance level course. It aims at improving learners’ written and verbal competency with an increased emphasis on reading and writing of the selected text. The course also equips learners who to prepare and deliver presentation in a professional setting. They will be trained how to use language according to the context with professional undertones with an emphasis on paralinguistic features and logic to convey messages to the participants. In addition to this, the course has a specific focus on certain grammatical components along with intensive reading of the novel to enhance learners’ receptive and productive skills. Hence, the course helps building learners’ interpersonal and intrapersonal communication skills which are very much demanded by the job market. On completing this course successfully, the following objectives will be achieved.

Upon successful completion of the course, the student should be able to:

|  |  |  |  |
| --- | --- | --- | --- |
| **S No** | **CLO Statement** | **PLO** | **Learning Domain and level** |
|  | **Distinguish** main ideas from specific details and employ  active reading strategies to understand texts |  | C4 |
|  | **Demonstrate** effective communication and presentation skills for written and oral communication to address participant future needs of project management and leadership skills where communication plays a vital role. |  | C2 |
|  | **Construct** grammatically correct sentences using a variety of sentence structures. |  | C6 |
|  | **Create** technical documents including reports, proposals, research articles etc. in correct technical English for professional and ethical precision. |  | C6 |

1. **CLO – PLO MAPPING:**

**Learning Methodology:**

* The course content is designed as a mixture of lectures, class discussion, activities, presentations and project.
* Active Participation of the student is ensured.
* Participants will be evaluated based on assignments, quizzes, project, and individual/group presentations.

**Recommended Text Books:**

* Ron White, Writing, Advanced Oxford Supplementary Skills. Third Impression 1992.
* (particularly suitable for discursive, descriptive, argumentative and report writing)
* Bove'e, courtland L., & Thill, J. V. (2019). Business Communication Today (14th ed.). Pearson.
* Darics, E., & Koller, V. (2018). Language in Business, Language at work. London, Egland: Macmillan.
* Theobald, T. (2011). Develop your presentation skills. London; Philadelphia: Kogan Page.
* Azar, B. S., & Hagen, S. A. (2009). Understanding and using English grammar. White Plains, NY: Pearson Longman.

**Reference Books:**

* Bove’s, Courtland L., & Thill, J. V. (2019). Business Communication Today (14th ed.). Pearson.
* Campbell, D. N. (2014). Business Academic Skills (5th ed.). Sydney: Pearson.

**Grade Evaluation Criteria**

|  |  |
| --- | --- |
| **Marks Evaluation** | **Marks** |
| Quizzes (x4) | 10% |
| Assignments (x4) | 10% |
| Presentation | 10% |
| Project | 10% |
| Mid Term Examination | 20% |
| End Term Examination | 40% |
| **Total** | 100 % |

**Course code: EN 130 Course title: Communication and Presentations skills**

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| --- | --- | --- | --- | --- | --- | --- |
| **Week** | **Course Contents** | **Reference Chapter(s)** | **Quiz** | **Assignments** | **CLOs** | |
| 1-2 | **Icebreaker**  **Class 1**-Orientation/ Introduction of the students  **Class 1**-Introduction to the course outline, scheme of study and grading criteria and grading rubrics  **Class 1**-Introduction to communication skills:   1. What is communication 2. Why communication is so important 3. Cycle of communication and its components 4. Levels of communication   **Class 2-** Communication in organization   1. Downwards communication 2. Upwards communication 3. Lateral communication   External communication | Handbook on Communication Skills For Public Managers  Notes in course pack |  | Give Real life scenarios and ask students to identify the types of communication  **Assignment 1**  **(Case study regarding barriers in communication)** | 2  2 | |
| 2 | 1. **Class 1-** 2. Types of communication 3. Barriers in communication 4. 7 Cs of communication   **Class 2-** Practice of all major aspects of communication mentioned above through real life examples. (oral quiz form) | Handbook on Communication Skills For Public Managers |
| 3 | **Class 1-** Error Analysis   1. What is error in composition? 2. Difference between error and mistake. 3. Classification of errors 4. Causes of errors 5. Description of errors 6. Most common types of errors and their rectification   **Class 2-** Practice of error analysis and its rectification | TWELVE COMMON ERRORS: A STUDENT SELF-EDITING GUIDE  https://talimenam.blogspot.com/2014/12/what-is-error-what-is-error-analysis.html  <https://www.teachingenglish.org.uk/article/error-correction>  <http://www.teachingenglish.org.uk/article/error-correction-1> <http://www.teachingenglish.org.uk/article/error-correction-2>  https://theconversation.com/au/topics/reading-comprehension-23970 | **Quiz 1 (passage of error analysis and its rectification)** | **Assignment 2 (Argumentative Essay)** | 6  6, 2 | |
| 4 | **Class 1-** Argumentative Essay   1. Introduction to argumentative essay 2. Steps of writing argumentative essay 3. Do’s and Don’ts of argumentative essay   **Class 2-** Argumentative essay | Argumentative Essay (A Style Guide For Argumentative Writers) Kyra BAuske, 2021.  <https://owl.purdue.edu/owl/general_writing/>  academic\_writing/essay\_writing/argumentative\_essays.html |
| 5 | **Class 1- Precis Writing**  1. Introduction to Precis writing  2. Thumb rules for precis writing  3. Explain sample paragraph  **Class 2- Precis Writing Practice**  -Practice worksheet for precis writing |  |  |  | | 4 |
| 6 | **Class 1- Paraphrasing skill**  1. Introduction to paraphrasing skill  2. Rules of paraphrasing  3. Sample template for paraphrasing  **Class 2- Paraphrasing practice**  -worksheet on paraphrasing |  |  |  | | 4,2 |
| 7 | **Class 1- Synthesis writing**  1. introduction to synthesis  2. Tips for a good synthesis  3. Sample of synthesis  **Class 2- Synthesis writing Practice**  Practice worksheet (in group) on synthesis writing |  | **Quiz 2 (Synthesis writing)** |  | | 4,2 |
| 8 | **Class 1-**Mid Term Examination  **Class 2-**   1. Midterm Review and discussion on major mistakes 2. Comprehension (News article) |  |  |  | | 4 |
| 9 | **Class 1**- **Report writing**   1. Introduction to report writing 2. Components of report writing 3. Types of report writing   **Class 2- Report Writing Practice**   1. Basic elements of a report and their order 2. How to write short formal reports | Handbook of Technical Writing (9th edition)  Business Communication and Report Writing Handbook  Basics of report writing  Learning Development: Report Writing |  | **Assignment 3 (Report Writing)** | | 6,2 |
| 10 | **Class 1- Official Letter writing**   1. Offer letter 2. Recommendation letter 3. Letter of appreciation 4. Cover letter 5. Resignation letter 6. Announcement letter 7. Termination letter   **Class 2-** in class practice of letter writing | Handbook of Technical Writing (9th edition) |  | **Assignment 4 (Letter Writing)** | | 6,2 |
| 11 | **Class 1-** OfficialEmail Writing, memorandum writing, Job advertisement  **Class 2-** Practice of email writing and memo writing | Handbook of Technical Writing (9th edition)  Writing Routine Letter, Memos, and Emails- Pearson Canada | **Quiz 3 (Email writing)** |  | | 6,2 |
| 12 | **Class 1-** CV/resume writing (basics of CV writing and its do’s and don’ts)  **Class 2- Listening Comprehension** | How to Write a Resume  <https://www.skillsyouneed.com/present/visual-aids.html>  <https://www.niu.edu/presentations/design/index.shtml>  https://learnenglish.britishcouncil.org/skills/listening | **Quiz 4**  **(Listening Comprehension)** |  | | 6,2,4 |
| 13 | **Class 1- Listening Comprehension**  **Class 2-**   1. Do’s and Don’ts of a good presentation   Lecture on Powerpoint | https://learnenglish.britishcouncil.org/skills/listening  Notes on Professional Communication Skills |  |  | |  |
| 14 | **Class 1-** Presentation on given topics  **Class 2-** Presentation on given topics | Presentations will be assessed on the basis of:   1. Confidence 2. Tone 3. Eye contact 4. Style of delivery 5. Non-verbal gestures 6. Quality of content 7. Incorporation of audio-visual aid 8. Time management 9. Dress code 10. Individual and group performance   Handling of questions |  |  | | 2,6,4 |
| 15 | **Class 1-** Presentation on given topics  **Class 2-** Revision/review of the important concepts |  |  |  | | 2,6,4 |

**Class Policy**

**STUDENTS ARE REQUIRED TO READ AND UNDERSTAND ALL ITEMS OUTLINED IN THE PARTICIPANT HANDBOOK**

**CLASS ATTENDANCE:** Students need to be in class at the assigned time. After 10 minutes past the assigned time, the students will be marked absent.

**TURN OFF MOBILE PHONE**! It is unprofessional to be texting or otherwise.

**READ EMAILS!** Participants should regularly check their university emails accounts regularly and respond accordingly. Students would be responsible if they miss a deadline because of not reading the emails.

**CLASS ATTENDANCE POLICY:** A minimum of 80% attendance is required for a participant to be eligible to sit in the final examination. Being sick and going to weddings is absence and will not be counted as present. Participants with less than 80% of attendance in a course will not be allowed to take end term exams. International students who will be leaving for visa during semester should not use any days off except for visa trip to avoid reaching short attendance.

**MOODLE:** UMT –LMS (Moodle) is an Open Source Course Management System (CMS), also known as a learning Management System (LMS). Participants should regularly visit the course website on MOODLE Course Management system, and fully benefit from its capabilities. In case of any problem while using MOODLE, visit <http://oit.umt.edu.pk/moodle>. For queries email [moodle@umt.edu.pk](mailto:moodle@umt.edu.pk)

**HARASSMENT POLICY:** Sexual or any other harassment is prohibited and is constituted as punishable offence. Sexual or any other harassment of any participant will not be tolerated. All actions categorized as sexual or any other harassment when done physically or verbally would also be considered as sexual harassment when done using electronic media such as computers, mobiles, internet, emails etc.

**USE OF UNFAIR MEANS/ HONESTY POLICY:** Any participant found using unfair means or assisting another participant during a class test/quiz, assignments or examination would be liable to disciplinary action.

**PLAGIARISM POLICY:** All students are required to attach a “Turnitin” report on every assignment, big or small. Any student who attempts to bypass “TurnItin” will receive “F” grade which will count towards the CGPA. The participants submit the plagiarism report to the resource person with every assignment, report, project, thesis etc. If student attempts to cheat Turnitin, a second “F” will be awarded that will count towards the CGPA. There are special rules on plagiarism for final reports etc. all outlined in your handbook.

**COURSE WITHDRAWAL POLICY:** Students may withdraw from a course till the end of the 12th week of the semester. Consequently, grade ‘W’ will be awarded to the student which shall have no impact on the calculation of the GPA of the student. A Student withdrawing after the 12th week shall be automatically awarded “F” grade which shall count in the GPA.

**COMMUNICATION OF RESULTS:** The results of quizzes and assignments are communicated to the participants during the semester and answer books are returned. It is the responsibility of the course instructor to keep the participants informed about his/her progress during the semester. The course instructor will inform a participant at least one week before the final examination related to his or her performance in the course.