



University of Management and Technology
School of Commerce and Accountancy
Quaid e Azam Campus

Course Outline

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| Course Title: English Grammar and Composition 1 (EN-114) | |
| Program | |
| Credits Hours | 3 |
| Duration | 15 Weeks / 30 Sessions |
| Resource Person | |
| Contact/Email | |

This course is intended to be an interesting and stimulating content for upper-intermediate students. It provides the practical reading, speaking, listening and writing skills necessary for learners who need English for working in Business. It also contains a wide range of essential business vocabulary and grammar activities. All four language skills (listening, speaking, reading and writing) will be focused by using a variety of resources (online material, contemporary newspaper and magazine articles, films, documentaries) with a particular emphasis on grammar and vocabulary. Starting with word/sentence formation and paragraph development, the course will progressively move on to the activities and exercises illustrating the concepts of narration, description, comparison and contrast, cause and effect and audio/visual comprehension. Moreover, the primary purpose of the course is to develop confidence in the participants to write and speak in the target language independently. By the end of the course, students will be able to exhibit the improvement in language skills within appropriate contexts (academic, social, personal & work related).

Learning Objectives:

After studying this course the students will be able to:

1. The course has twin aims: improving communication technique and developing and consolidating the target language appropriate to the above communication contexts.
2. 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
3. Demonstrate excellent comprehension skills in presentations and written work
4. Give good formal and informal presentations
5. Demonstrate proficiency in English grammar and composition

Teaching-Learning Methodology:

- Lectures
- Recommended Text/Supplementary Texts, Handouts
- Skill Development Exercises
- Discussions
- Audio Visual Aids
- Project Report/Term Paper

Recommended Text Books:

1. Collins English for Business: Intermediate Business grammar and Practice

Harper Collins Publishers

By: Larson, Wild, Chiappetta

2. A Comprehensive Grammar of the English Language

Person Publishers, Pakistan Edition

By: Randolph Quirk, Sidney Greenbaum, Geoffrey Leech, Jan Svartvik

Supplementary Text Books:

1. English for Business Communication Edition: 2003

By: Sweeny, S. Gripping IFRS, Pakistan Edition

2. Basics of English Grammar

Edition: Fourth

By: Azar, B., & Hagen, S.

Assessment & Evaluation:

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| Quizzes | 15% | } 20% |
| Assignments | 10% | |
| Final Project | 10% | |
| Project Presentation/Presentations | 10% | |
| Mid Term | 25% | |
| <u>End Term Exam</u> | <u>40%</u> | |
| Total: | 100 | |

Assignments and Quizzes Policy:

- Assignment submission after the two days of due date would not be accepted. The submission will be allowed for the very next two days after submission deadline with a penalty of 0.5 deduction each day. **No re-take of assignment.**
- **There will not be any re-take of the quizzes.**

SCHEDULE OF ACTIVITIES

| Week 1 | Contents/Topics to be Taught | Tasks/Activities |
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| 1.1 | Ice breaker (Speaking Skills), Introduction of Course Outline | Pair activity to introduce partners to the class |
| 1.2 | General discussion on Parts of speech | Elicitation from students |
| Week 2 2.1 | Types of nouns including genitive and possessive forms | Reading handouts/exercises |
| 2.2 | Types of Adjectives | Lecture and Gap fill exercises and open class discussion |
| Week 3 3.1 | Reading Comprehension: Story | Quiz 1 Classroom Activity |
| 3.2 | Reading Comprehension: Story | Classroom Activity |
| Week 4 4.1 | Tenses formation including Simple tense, Progressive tense and Perfect tense. | Use of tenses through contextual activities Assignment 1 Parts of Speech Identification |
| 4.2 | Punctuation Common errors in punctuation and COMMA Coordination; Repair Mixed Construction | Classroom Activity |
| Week 5 5.1 | Sentence Structure and Building (SVO) | Lecture |
| 5.2 | Independent and Dependent clause | Lecture and Class Activity |
| Week 6 6.1 | Simple, Compound and Complex Sentences | Lecture and Practice worksheet |
| 6.2 | Lecture on Informal Letter & template of informal letter. Common expressions used in letter | Assignment 2 Informal Letter |

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| Week7 7.1 | How to write a paragraph? Basic paragraph patterns, writing the controlling idea as a topic sentence | Exercise in class & Reading of articles at home for discussion in class |
| 7.2 | Building paragraph through the use of linkers in English | Practice of Paragraph Writing Quiz 2 |
| Week 8 8.1 | Revision for mid term | Address Students' Queries |
| 8.2 | MID TERM EXAMINATION | |
| Week 9 9.1 | Usage of Figurative Language including irony, metaphor, hyperbole, personification and simile | Lecture |
| 9.2 | Poem (TBA) | Identification and Practice Exercise, Poetic Analysis |
| Week 10 10.1 | Introduction to Articles (<i>a, an and the</i>) | Quiz 3 In class Practice Exercise |
| 10.2 | Continuation of Articles | Assignment 3 Explanation of the stanzas of the given poem and identification of figurative language |
| Week 11 11.1 | Types of Adverbs | Lecture and Worksheet |
| 11.2 | Types of Essays: Descriptive Writing (Techniques) | Quiz 4 Lecture and Sample |
| Week 12 12.1 | Writing Descriptive Essay | Classroom Activity |
| 12.2 | Narrative Writing (Techniques) | Lecture and Sample |
| Week 13 13.1 | Writing Narrative Essay | Classroom Activity |
| 13.2 | Practice on answering the questions in <i>Reading Comprehension</i> | Practice of Reading Comprehension in class |
| Week 14 14.1 | Final Presentations on already given topics | Assignment 4 Poster Display |

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| 14.2 | Final presentations on already given topics | Assignment 4 Poster Display |
| Week 15 15.1 | Final presentations on already given topics | Assignment 4 Poster Display |
| 15.2 | Revision of the basic concepts | Address Students' Queries |
| Week 16 | END TERM EXAMINATION | |