



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

Course Outline

Course Title: English Grammar and Composition II (EN-221)	
Program	BS- Accounting
Credits Hours	3
Duration	15 Weeks / 30 Sessions
Prerequisites	English 1
Resource Person	
Contact/Email	

Course Description:

This course is designed to improve and polish the communication skills through listening, speaking, reading and writing. Topics that foster grammatical and writing skills are included for the development of writing skills. The course also incorporates, creative, critical and analytical thinking through formal and informal presentations.

Learning Objectives:

After studying this course the students will be able to:

1. Understand the patterns of personal and argumentative writing styles with attention to grammar, syntax, content and organizational structure
2. Develop the understanding of advanced spoken English vocabulary through focused listening and understanding of specific details in conversations
3. Develop cognitive and critical thinking by analyzing a variety of texts
4. Learn communication and presentation skills
5. Develop their intellectual independence through problem solving activities

Teaching-Learning Methodology:

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

Recommended Text Book:

1. **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:

Quizzes	15%	}	20%
Assignments	10%		
Final Project			
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

Weeks	Contents/Topics to be Taught	Tasks/Activities
Week 1 1.1	Ice breaker/ Introduction Evaluation/Assessment Introduction of the Course Outline	Find someone who---Course Outline Distribution Q/A session regarding course outline
1.2	Advanced Grammar: All tenses including Simple, Progressive and Perfect	Activity & exercise
Week 2 2.1	Grammar: Sentence structure , Sub-Verb agreement	Exercise and activities identify sub-verb agreement
2.2	Grammar: Compound Complex Sentences	Practice Worksheet
Week 3 3.1	Essay: How to write a thesis statement	Quiz 1
3.2	Introduction to expository essay: structure and techniques	Discussion on formatting and composition of essay
Week 4 4.1	Official Letter writing	Discussion of Format and Outline of Letter Assignment 1
4.2	Types of Verbs: Auxiliaries and Modals	Handout
Week 5 5.1	Journal Entry (Diary Entry)	Quiz 2
5.2	Review of Journal Entry	Assignment 2

Week 6 6.1	Applying techniques and strategies to answer the question from Reading Comprehension. How to infer meaning? Skimming and scanning	Reading Comprehension Practice Assignment 2
6.2	Reading Task	Class Activity
Week7 7.1	Transitive Vs. Intransitive Verbs	Oral discussion in class.
7.2	Revision of the course	Discussion and worksheets will be given.
Week 8	MID TERM EXAMINATION	
Week 9 9.1	One-Act Play	TBA
	Introduction to Script Writing: Techniques	Handout
Week10 10.1	Essay Type: Argumentative Writing	Read the modal essay And learn techniques of balanced piece of writing. Quiz 3 TBA
10.2	Continuation of Argumentative Writing	Controlled Class Activity
Week 11 11.1	Coherence and Cohesion in Writing	Lecture Assignment 3
11.2	Good and Bad Coherence. Usage of linkers/ connectors to make the text coherent.	Practice
Week 12 12.1	Identifying Grammatical Errors based on tenses and SV-Errors	Worksheet Provided
12.2	Types of sentences: Declarative, Imperative, Interrogative and Exclamatory	Lecture and Classroom Activity
Week 13 13.1	Introduction to Précis Writing	Practice of Precis Writing in class

13.2	Continuation of Précis Writing	Class Activity Quiz 4
Week 14 14.1	Presentation of role play and scripts	Assignment 4 Presentations (Role Play)
14.2	Presentation of role play and scripts	Presentations (Role Play)
Week 15 15.1	Presentation of the role play and scripts	Presentations (Role Play)
15.2	Revision of course	Address students' queries
16	END TERM EXAMINATION	