**Course outline**

**ENG 301English Communication Skills**

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| Course Code**: ENG-301** | Course Title**: English Communication Skills** |
| Instructor**:** | Semester**:** |
| Email: | Office (Room No): |

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| **Course Description** | Functional English which would enable the students to meet their real life language needs:   * Introduction to Communication skills * Barriers to an effective communication * Comprehension * Business letter writing * C.V and covering letter * Short Report writing * Interview skills * Oral presentation skills * Integrated language skills: * Listening skills: Top Down, Bottom Up   **Note:** The mode of instruction must be in English. |
| **Course Type:**  **(Compulsory/Core/Elective)** | Compulsory |
| **Pre-requisites** | Basic knowledge of English grammar and its usage. |
| **Goals** | * To prepare the students for Academic writing * To enhance their listening and speaking skills * To develop their critical thinking |
| **Text Books** | Provision of hand outs |
| **Recommended Books** | * Writing. Advanced by Ron White * College writing skills by John Langan * Patterns of college writing by Laurie G. Kirszner and Stephen R. Manbell * The Mercury Reader. A Custom publication |
| **Lectures** | 32 sessions of 90 minutes each |
| **Attendance Policy** | **A minimum of 70% attendance is required for a student to be eligible to take the final examination.**  The students with less than 70% of the attendance in a course shall be given the grade SA (Short Attendance) in such a course and shall not be allowed to take its End Term Exams and will have to reappear in the course to get the required attendance to be eligible to sit in the exam when the course is offered the next time. |
| **Grading** | The course will be evaluated on the basis of the following percentage:   * Mid Term 25% * Sessional 25%   + Presentations 10%   + Listening Test/Assignment 10%   + Quiz 05% * Final term 50% |
| **Quiz, Listening Exercises and Presentation Schedule (tentative)** | According to the decision of instructor |

## 16 Weeks Break Up

**Session Schedule**

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| **Sessions** | **Topic** | **Readings** |
| 1 & 2 | **Introduction to Communication Skills** |  |
| 3 & 4 | **Barriers to an Effective Communication** |  |
| 5 & 6 | **Comprehension**  Introduction and practice |  |
| 7 & 8 | **Business letter writing**( introduction, types and practice) |  |
| 9 & 10 | **Business letter writing**( inquiry, complaint, order letter) practice |  |
| 11 & 12 | **C.V and covering letter**( introduction and practice) |  |
| 13 & 14 | **C.V and covering letter**(practice) |  |
| 15 & 16 | **Mid term Examination** |  |
| 17 & 18 | **Short Report writing**  ( introduction and practice) |  |
| 19 & 20 | **Interview skills**  ( introduction and practice) |  |
| 21 & 22 | **Oral presentation skills** |  |
| 23 & 24 | **Oral presentation skills**( practice) |  |
| 25 & 26 | **Discussions on**  Quiz & Assignments |  |
| 27 & 28 | **Presentations** |  |
| 29 & 30 | **Presentations** |  |
| 31 & 32 | **Exam preparation week** |  |