**National University**

**of Computer & Emerging Sciences**

**Karachi**

**Course Outlines of CS Degree Program**

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| **Course Instructor** | Sameera Sultan, Javed Iqbal, Javeria Ali, Wasif Khan, Madiha Rehman, Kishwer Nazli, and Hubra Razi | **Semester** | Spring |
| **Batch/Section(s)** |  | **Year** | 2021 |
| **Course Title** | Communication and Presentation Skills (Lab) | **Credit Hours** | 2+1 |
| **Prerequisite(s)** | English Composition and Comprehension |  |  |



**Reference Book(s)**

**1.** College Writing Skills by John Langan, McGraw Hill.

**2.** English Vocabulary in use by Michael McCarthy, Cambridge University Press.

3. Oxford Practice Grammar by John Eastwood, Oxford University Press.

**Course Description:**

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| This course is designed to develop skills in speaking, listening, reading and writing, and studying communicative functions of the target language. Emphasis is on skill acquisition through the use of select reading material from different banks of authentic and non-authentic texts. Through understanding the global, inter-relational nature of skills, students are enabled to retain and apply what they have learnt. It will also orient students to the semantic and socio/psycho-linguistic dynamics of language. |

**Course Objective:**

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| The course will acquaint students with more concise, lucid, and correct expression of English; to provide model forms of communication skills with special stress on phonetics and phonology. The aims are to: achieve proficiency in language use, develop skills in listening comprehension, improve reading efficiency, use the conventions of standard written English with skill and assurance, build-up vocabulary, and summarize clearly and accurately the ideas of others etc. It will illustrate the force and effectiveness of simple and direct English. The course is intended to be interesting in itself. |

**Marks Distribution:**

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| **Particulars** | **% Marks** |
| 1. Midterm examination (Formal Presentation+ Demonstrative speech) | 15+15% |
| 2. Quiz (Listening skills) | 15% |
| 3. Assignment (7 Cs) | 3% |
| 4. Class Performance | 2% |
| 5. Final Exam( Persuasive speeches+ interviews+ Group discussion) | 15+20+15 |
| **Total:-** | **100** |

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| **Weeks** | **Contents/Topics** |
| 1 | What is Communication? Let’s Discover! |
| 2 | Conversational Skills: Small Talk, Maintaining and Ending Conversation. Practice. |
| 3 | The Sounds of English-IPA Symbols  Experiencing Public Speaking-Impromptu speeches (Who am I?) |
| 4 | Word and Sentence Stress + Practice of 7C’s |
| 5 | English Intonation+Presentation Skills- Content generation and delivering practice |
| **6** | **Mid 1** |
| 7 | Listening Lesson + Role play Activity |
| 8 | Group Discussion (rules and practice activity) + Listening Lesson |
| **9** | **Marked Group Discussion** |
| **10** | **Lab Mid (marked speaking activity)** |
| **11** | **Mid 2** |
| 12 | Business Letter Practice + Conflict Resolution Role play (using 5 conflict resolution skills) |
| 13 | Meetings (practice) |
| 14 | Intership Interview Practice |
| 15 | Listening+Revision |
| 16 | **Final Marked Task** |

**Instructions / Suggestions for satisfactory progress in this course:**

* On average, most students find at least three hours outside of class for each class hour necessary for satisfactory learning.
* Chapters should be read and homework should be attempted before class.
* Do not get behind. You are encouraged to work with other students. Plus, I am always available during office hours to help you.
* The homework assigned is a minimum. You may always work extra hours on your own.
* Use the few minutes you usually have before the start of each class to review the prior meetings’ notes and homework. This will save us valuable in-class time to work on new material.
* Develop a learning habit rather than memorizing.
* Work in groups, whenever appropriate.
* Apply the learned principles and gained knowledge