|  |  |
| --- | --- |
| **Course Title** | English comprehension and composition (ECAC) |

|  |  |
| --- | --- |
| **Assessment Instruments with Weights** (homework, quizzes, midterms, final, programming assignments, lab work, etc.) | Quizzes (10%)  Assignments (15%),  Sessional Test (25%)  Terminal Exam (50%) |

**How to paraphrase**,

**How to create precise**

**Comprehension Exercise ( for answering the questions)**

**How to give instructions and guide,** The chronological order, Examples of instructions, directions and processes, use of imperatives and sequence words, how to create a precis,

**Story writing**, Parts of a narrative, Techniques to begin or end a story,

**Formal Letters**, letter of complaint and letter of application

**Argumentative essay writing**, Opinion essay, For and Against Essays ,Parts of argumentative essays,

**Review writing** ( of books, newspapers, megazines, dramas, novels, movies etc)

**Article writing**: News Article

**Report Writing** (Survey Reports)