

University of Asia Pacific (UAP)
Department of Computer Science & Engineering

Course Outline

Program:	B.Sc. in Computer Science & Engineering
Course Title:	English II: English for Communication
Course Code:	HSS 301
Semester:	Spring 2020
Level:	3 rd Year 1 st Semester
Credit Hour:	2.0
Name & Designation of Teacher:	Tasnia Talukder Lecturer, Department of English
Office/Room:	Department of English, 3 rd floor, UAP Campus
Class Hours:	Monday : 09.30 AM – 10.50 AM (Section A), 2.00 PM – 3.20 PM (Section B) Wednesday : 2.00 PM – 3.20 PM (Section A) 09.30 AM – 10.50 AM (Section B),
Consultation Hours:	Sunday : 9.30 AM -11.00 AM Wednesday : 12.30 PM – 02.00 PM Thursday : 11.00 AM – 12.30 PM
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Rationale:	This is a required course for the students of 3 rd year 1 st Semester in the Department of Computer Science & Engineering. This course aims to develop the students' ability to communicate effectively in English by improving reading, oral communication, presentation, and written communication skills. It also includes some writing tools for the students of CSE.

Pre-requisite (if any):

HSS 101

Course Synopsis:

Reading for main ideas, guessing meaning from context, issues of technical writing, writing styles and writing tools, communication skills, writing formal letters, resume/cv, memos, use of visual aids in communications.

Course Objectives:

The objectives of this course are to:

1. strengthen students' skills in reading and writing
2. introduce students to the art and practice of professional communication
3. familiarize different writing techniques & tools that are used in business contexts and environments
4. prepare students to produce successful reports, memos & official letters

Course Outcomes (CO) and their mapping with Program outcomes (PO) and Teaching-Learning Assessment methods:

CO No.	CO Statements: Upon successful completion of the course, students should be able to:	Corresponding POs (Appendix-1)	Bloom's taxonomy domain/level (Appendix-2)	Delivery methods and activities	Assessment Tools
CO1	1. write formal letters, CVs, memos	2,3,8	1	Lecture, discussion with adequate examples and exercises	Quiz, assignment, written exam
CO2	2. apply different writing tools	1,8,9,10	1,2	Lecture, explanation, examples and exercises	assignment, written exam
CO3	3. utilize skills for effective reading	1,3,5,8	1,3	Lecture, discussion with adequate examples and exercises	Quiz, assignment, written exam

CO4	4. do presentations and attend interviews effectively	4,6,7,8	1,2,3	Lecture, multimedia, discussion with adequate examples, problem solving	Assignment, presentation
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Weighting COs with Assessment methods:

Assessment Type	% weight	CO1	CO2	CO3	CO4
Final Exam	50%	10	10	15	15
Mid Term	20%	10	5	5	
Class performance, quizzes, open book tests, Assignment, and presentations using PowerPoint slides	30%	10	5	5	10
Total	100%	30	20	25	25

Grading Policy: As per the approved grading policy of UAP (Appendix-3)

Course Content Outline and mapping with COs

Weeks	Topics / Content	Course Outcome	Delivery methods and activities	Reading Materials
1	Introduction: An Overview of the Course, Ice breaking; Brain storming & introducing four skills of communication	CO1	Lecture, discussion multimedia	PowerPoint Slides, Handout

2	Guessing meaning from context	CO3	Lecture, discussion, exercise	PowerPoint Slides, Handout
3	Conversation skills: Meeting and greeting, farewell, basic social encounter	CO4	Lecture, multimedia, role-play	PowerPoint Slides
4	Quiz 1 , Reading comprehension & summary writing, Speaking	CO3, CO4	Lecture, multimedia	Handout
5	The writing process, writing formal letter. Job vacancy announcement	CO1	Lecture, discussion	Excerpts from text <i>English for Employability</i>
6	Quiz 2 , Resume/CV writing rules, sample CVs	CO1	Lecture, discussion	Excerpts from text <i>English for Employability</i>
7	Writing memos & formal reports, Interview & presentation skills	CO1, CO2, CO4	Lecture, discussion, multimedia	Excerpts from text <i>English for Employability</i>
MID-TERM				
8	Workplace communication: teamwork, internal communication, communication over telephone	CO4	Lecture, discussion, multimedia, pair-work, group-work	Excerpts from text <i>English for Employability</i> , slides
9	Reading reports & articles	CO3	Lecture, discussion	Excerpts from text <i>A Course in Language Teaching- Practice & theory</i>
10	Quiz 3 , Barriers for effective communications	CO1, CO4	Lecture, discussion, reflection	Excerpts from text <i>A Course in Language Teaching- Practice & theory</i>
11	LATEX,	CO2, CO4	Lecture, discussion,	<i>From text LaTeX: A</i>

	presentation tools		multimedia	<i>Document Preparation System</i>
12	Issues of technical writing & oral presentation	CO2, CO4	Lecture, discussion	PowerPoint Slides, Handout
13	Quiz 4, Theses & books: abstract, preface, contents, bibliography & index	CO2	Lecture, discussion	PowerPoint Slides, Handout
14	Presentation, Revision of the entire syllabus & Problem solving	CO4	Problem solving, discussion	

Required Reference:

- English for Employability. British Council
- A Course in Language Teaching- Practice & theory: Penny Ur
- Basic Business Communication (7th edition): Raymond, V.et al.

Recommended Reference:

- Writing & Presenting Reports: Eunson B, & Wiley, J.
- LaTeX: A Document Preparation System: Leslie Lamport
- Essentials for Business Communication: Ellen, M. et al.

Special Instructions:

- Minimum required attendance: 70%
- Late presence: Students must join class on time
- Assignment submission rules: Students will be penalized if they do not submit assignments on time and the deduction of marks will increase according to how late the submissions are.
- Plagiarism policy: Plagiarism is an academic offence and any work which is cited without acknowledgement will be duly rejected
- Requests for more time for submitting test answers or assignments will NOT be entertained.

Prepared by	Checked by	Approved by
Tasnia Talukder Lecturer Department of English	Chairman, PSAC committee	Head of the Department

Appendix-1:

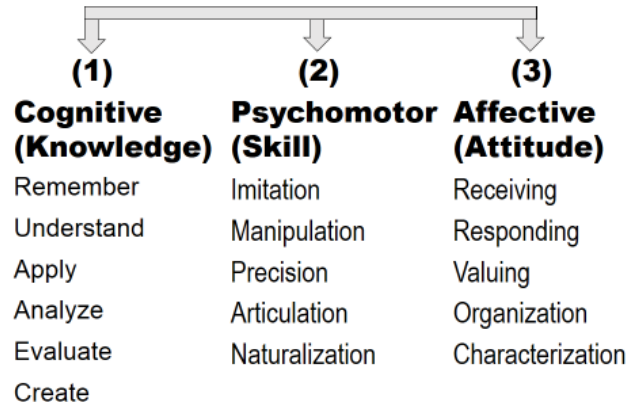
Generic Skills or Programme outcomes (PO):

No.	Generic Skills
1.	Interpretative and Analytical skills
2.	Writing skills
3.	Critical Thinking and Innovation skills
4.	Language and Communication skills
5.	Values, Ethics and Morality
6.	Teamwork and Leadership skills
7.	Professionalism
8.	Life-long Learning skills
9.	Application of Theory in Practice
10.	IT Skills

Appendix-2

Bloom's Taxonomy (Taxonomy of Learning)

3 Domains



Appendix-3

UAP Grading Policy:

Numeric Grade	Letter Grade	Grade Point
80% and above	A+	4.00
75% to less than 80%	A	3.75
70% to less than 75%	A-	3.50
65% to less than 70%	B+	3.25
60% to less than 65%	B	3.00
55% to less than 60%	B-	2.75
50% to less than 55%	C+	2.50
45% to less than 50%	C	2.25
40% to less than 45%	D	2.00
Less than 40%	F	0.00

