

## COMMUNICATION ENGLISH [SH] - SYLLABUS

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Lecture : 3 Year : III  
Tutorial : 1 Part : II  
Practical : 2

#### Course Objectives

To make the students capable of producing professional writings such as research articles, technical proposals, reports and project work.

To familiarize the students with the native speakers' pronunciation with the use of audio-visual aids.

#### Unit I: Reading (15 hours)

##### 1. Intensive Reading 8 hours

###### 1.1. Comprehension

###### 1.2. Note-taking

###### 1.3. Summary writing

###### 1.4. Contextual questions based on facts and imagination

###### 1.5. Interpreting text

##### 2. Extensive Reading 5 hours

###### 2.1. Title/Topic Speculation

###### 2.2. Finding theme

###### 2.3. Sketching character

##### 3. Contextual Grammar 2 hours

###### 3.1. Sequence of tense

###### 3.2. Voice

###### 3.3. Subject-Verb agreement

3.4. Conditional Sentences

3.5. Preposition

Unit II: Writing (30 hours)

1. Introduction to technical writing process 2 hours

1.1. Composing and editing strategies

1.2. MLA and APA comparison

2. Writing notices with agenda and minutes 2 hours

2.1. Introduction

2.2. Purpose

2.3. Process

3. Writing Proposal 6 hours

3.1. Introduction

3.2. Parts of the proposal

3.2.1. Title page

3.2.2. Abstract/Summary

3.2.3. Statement of Problem

3.2.4. Rationale

3.2.5. Objectives

3.2.6. Procedure/Methodology

3.2.7. Cost estimate or Budget

3.2.8. Time management/Schedule

3.2.9. Summary

3.2.10. Conclusion

3.2.11. Evaluation or follow-up

3.2.12. Works cited

4. Reports

#### 4.1. Informal Reports 6 hours

##### 4.1.1. Memo Report

###### 4.1.1.1. Introduction

###### 4.1.1.2. Parts

##### 4.1.2. Letter Report

###### 4.1.2.1. Introduction

###### 4.1.2.2. Parts

#### 4.2. Project/Field Report 3 hours

##### 4.2.1. Introduction

##### 4.2.2. Parts

#### 4.3. Formal report 9 hours

##### 4.3.1. Introduction

##### 4.3.2. Types of Formal Reports

###### 4.3.2.1. Progress Report

###### 4.3.2.2. Feasibility Report

###### 4.3.2.3. Empirical/ Research Report

###### 4.3.2.4. Technical Report

##### 4.3.3. Parts and Components of Formal Report

###### 4.3.3.1. Preliminary section

###### 4.3.3.1.1. Cover page

###### 4.3.3.1.2. Letter of transmittal/Preface

###### 4.3.3.1.3. Title page

###### 4.3.3.1.4. Acknowledgements

###### 4.3.3.1.5. Table of Contents

###### 4.3.3.1.6. List of figures and tables

###### 4.3.3.1.7. Abstract/Executive summary

###### 4.3.3.2. Main Section

###### 4.3.3.2.1. Introduction

4.3.3.2.2. Discussion/Body

4.3.3.2.3. Summary/Conclusion

4.3.3.2.4. Recommendations

4.3.3.3. Documentation

4.3.3.3.1. Notes (Contextual/foot notes)

4.3.3.3.2. Bibliography

4.3.3.3.3. Appendix

5. Writing Research Articles 2 hours

5.1. Introduction

5.2. Procedures

## References

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