

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

Course Outline

Program:	B.Sc. in Computer Science and Engineering
Course Title:	Written and Spoken English
Course Code:	HSS 101
Semester:	Spring 2018
Level:	1 st year 1 st Semester
Credit Hour:	3.0
Name & Designation of Teacher:	Kazi Amzad Hossain, Lecturer, Department of English
Office/Room:	Department of English, 3 rd floor, UAP campus, Farmgate.
Class Hours:	Sunday : 2.00 pm – 3.15 pm (Sec: A) Tuesday : 12.30 pm – 1.45 pm (Sec: B) 2.00 pm – 3.15 pm (Sec: A) Thursday : 2.00 pm – 3.15 pm (Sec: B)
Consultation Hours:	Sunday : 11.30 am – 1.30 pm Monday : 1.00 pm – 3.00 pm
E-mail:	amzad26@uap-bd.edu
Rationale:	This course is for the students of first year first semester of the department of Computer Science & Engineering. Numerous grammatical items, reading comprehension skill and business letters will be taught in the class so that students can comprehend English passages and think critically. To improve writing skill, students will practice free hand writing items such as – movie review, biography and paragraph writing.
Pre-requisite (if any):	N/A
Course Synopsis:	Transformation of sentences, article, pronouns and possessives, preposition, tense, biography, affixes, punctuation, spelling, use of capital letters, homophones, reading passages, transformation of parts of speech, letter writing – claim, inquiry, complaint, refusal; paragraph writing, speaking in formal and informal settings.
Course Objectives (CO):	The objectives of this course are to: 1. review the basics of English grammar 2. explain the common errors in reading and writing 3. analyze different reading passages critically

4. write movie reviews and biographies
5. write various business letters

Learning Outcomes (LO): Upon completion of the course, students will be able to:

- 1: understand the basic grammar properly and correct errors in English passages
- 2: comprehend English passages and critically think to answer questions
- 3: write different types of business letters
- 4: review movies of interest and biographies
- 5: write paragraphs on different topics

Teaching-learning and assessment strategies: Lectures, assignments, presentations, quizzes/ class tests, exams.

Linkage of LO with Assessment Methods & their weights:

LO	Assessment Method	(%)
1 – 4	Quiz/ CT's	10
1 – 5	Class performance	10
3 – 5	Assignment/ Presentation	10
1, 2, 4	Midterm Exam	20
1 – 5	Final Exam	50

Minimum attendance: 70% class attendance is mandatory for a student to appear at the final examination.

Mapping of Course LO's and Generic Skills:

Learning Outcome (LO) of the Course	Generic Skills* (Appendix-1)									
	1	2	3	4	5	6	7	8	9	10
Understand the basics of grammar and correct errors				√				√		
Comprehend English passages and answer critically		√	√	√						
Review various types of business letters				√			√	√	√	
To review movies of interest and biography		√		√						
To enhance critical abilities by writing paragraphs on familiar topics		√	√	√				√		

Lecture Schedule

<u>Weeks</u>	<u>Topics</u>	<u>Reading Materials</u>
1	Introduction of the course, Transformation of sentences – Affirmative, negative, interrogative, comparative and superlative sentences,	Handouts, Headway Pre-intermediate students' Book (3 rd edition)
2	Articles, Pronouns and possessives	Handouts, Headway Pre-intermediate students' Book

		(3 rd edition)
	Quiz/ Class test - 1	
3	Preposition	Handouts, Headway Pre-intermediate students' Book (3 rd edition)
4	Tense – past, present, future. Use of right form of verbs	Handouts, Headway Pre-intermediate students' Book (3 rd edition)
	Class test – 2	
5	Biography & review of Midterm Syllabus	Handouts, Headway Pre-intermediate students' Book (3 rd edition)
	Mid-Term Exam	
6	Affixes – prefix, suffix	Handouts
7	Punctuation, spelling, use of capital letters	Handouts, Headway Pre-intermediate students' Book (3 rd edition)
	Class test – 3/ Assignment	
8	Homophones, reading comprehensions	Handouts, Headway Pre-intermediate students' Book (3 rd edition)
9	Movie Review	Handouts
	Class test – 4	
10	Transformation of parts of speech	Handouts
11	Business letter/ formal letter writing - Claim, Inquiry, Complaint, Refusal	Handouts, Headway Pre-intermediate students' Book (3 rd edition)
12	Paragraph writing: Descriptive/ narrative and argumentative topics. Use of topic sentence, supporting details, concluding statement in a paragraph.	Handouts, Headway Pre-intermediate students' Book (3 rd edition)
13	Presentation	Students will present individually.
14	Review of Final Exam Syllabus	
	FINAL EXAM	

Required Reference(s):

Soars, John. *New Headway Pre-Intermediate Third Edition: Students Workbook Audio CD*. Oxford University Press, 2007.
 Imhoof, Maurice, and Herman Hudson. *From paragraph to essay: developing composition writing*. Longman, 1985.

Recommended Reference(s): Murphy, Raymond. *Intermediate English grammar*. Manas Saikia, 2002.

Grading System: As per the approved grading scale of University of Asia Pacific (Appendix-2).

Student's responsibilities: Students must come to the class prepared for the course material covered in the previous class(es).
They must submit their assignments on time.
They must be aware of the *Plagiarism Policy* as spelt out in the curriculum.
No late or partial assignments will be acceptable. There will be no make-up quizzes.

Prepared by	Checked by	Approved by
Kazi Amzad Hossain Lecturer Department of English	Curriculum Committee Department of English	Head/Dean

Appendix-1: Generic Skills

No.	Generic Skills
1.	Appreciation of literature
2.	Interpretative and analytical 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: 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