**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:** 3rd Year 1st Semester

**Credit Hour:** 2.0

**Name & Designation of Teacher:** Tanjina Farhad Tushi

Lecturer, Department of English

**Office/Room:** Department of English, 3rd floor, UAP Campus

**Class Hours:** Monday : 09.30 AM – 11.00 AM (Section A),

11.00 AM – 12.30 PM (Section B)

Wednesday : 11.00 AM – 12.30 PM (Section A)

09.30 AM – 11.00 AM (Section B),

**Consultation Hours:** Sunday : 12.30 PM – 02.00 PM

Tuesday : 03.30PM – 05.30 PM

Thursday : 11.00 AM – 12.00 PM

**E-mail:** [**tanjina.farhad@uap-bd.edu**](mailto:tanjina.farhad@uap-bd.edu)

**Mobile :** +8801706169578

**Rationale:** This is a required course for the students of 3rd year 1st 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 |

**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 *English for Employability* |
| 6 | **Quiz 2**, Resume/CV writing rules, sample CVs | CO1 | Lecture, discussion | Excerpts from text *English for Employability* |
| 7 | Writing memos & formal reports, Interview & presentation skills | CO1, CO2, CO4 | Lecture, discussion, multimedia | Excerpts from text *English for Employability* |
| **MID-TERM** | | | | |
| 8 | Workplace communication: teamwork, internal communication, communication over telephone | CO4 | Lecture, discussion, multimedia, pair-work, group-work | Excerpts from text *English for Employability,*  slides |
| 9 | Reading reports & articles | CO3 | Lecture, discussion | Excerpts from text *A Course in Language Teaching- Practice & theory* |
| 10 | **Quiz 3,** Barriers for effective communications | CO1, CO4 | Lecture, discussion,  reflection | Excerpts from text *A Course in Language Teaching- Practice & theory* |
| 11 | LATEX, presentation tools | CO2, CO4 | Lecture, discussion, multimedia | *From text LaTeX: A Document Preparation System* |
| 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.

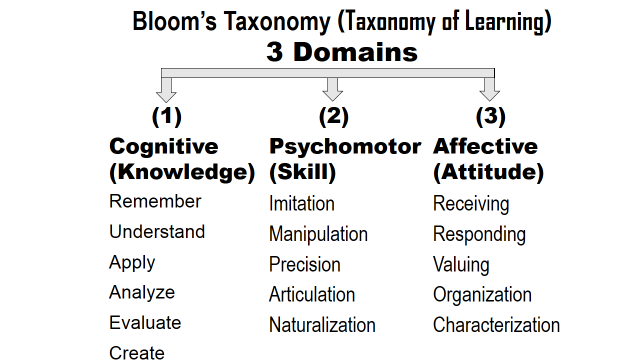
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| --- | --- | --- |
| **Prepared by** | **Checked by** | **Approved by** |
| Tanjina Farhad Tushi  Lecturer  Department of English | Chairman, PSAC committee | Head of the Department |

**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**



**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 |