

Course Name: English Comprehension and Composition

Course Structure: Lectures: 3, Labs: 0, Credit Hours: 3.

Objectives: Enhance language skills and develop critical thinking.

Course Contents:

Reading and Study skills, Note-taking on reading, Precis writing, Critical thinking skills, Dictionary Skills, Develop your own study reading system (detective novels), enhancing vocabulary,

For EAP & EFF if they are part of required degree

(Technical writing, Report writing (formal + informal report), writing of research proposal, writing of research paper, Interviews, Job interviews (face to face) and Telephonic Interviews)

- **READING:** Topic sentence, identify main idea, distinguish between Fact & Opinion, Skimming & Scanning, SQ3R, Notes taking techniques, Analyzing techniques in paragraph structure, identify writer's intent (cause effect, reasons, comparison & contrast), making notes by using different techniques (tables, mind maps, lists, graphs etc), comprehension paragraph
- **WRITING:** Self-expression in writing. Difference between Paragraph and Essay writing Descriptive, narrative, discursive, argumentative. Comprehension paragraphs
- **ACADEMIC WRITING:** How to write a proposal for research paper/term paper. Difference between Summary & Review writing (Paragraphing optional). How to write a research paper/term paper (emphasis on style, content, language, form, clarity, consistency)
- **REPORT WRITING:** technical, progressive etc.

Note: Extensive reading is required for vocabulary building (Newspapers, story books, daily writing, learning, movies, magazines and Detective novels).

Recommended Books:

a) Essay Writing and Academic Writing

1. Writing. Advanced by Ron White. Oxford Supplementary Skills. Third Impression 1992. ISBN 0 19 435407 3 (particularly suitable for discursive, descriptive, argumentative and report writing)
2. College Writing Skills by John Langan. Mc=Graw-Hill Higher Education.

2004.

3. Patterns of College Writing (4th edition) by Laurie G. Kirszner and Stephen R. Mandell. St. Martin's Press.

b) Presentation Skills

c) Reading

1. The Mercury Reader. A Custom Publication. Compiled by northern Illinois University. General Editors: Janice Neulib; Kathleen Shine Cain; Stephen Ruffus and Maurice Scharton. (A reader which will give students exposure to the best of twentieth century literature, without taxing the taste of engineering students).
2. Reading and Study Skills by John Langan
3. Study Skills by Richard Yorky

BICS (MOR) SEM-I

Composition and Comprehension Eng322

1	2	3	4	5
5 Minutes	10 Minutes	10 Minutes	10 Minutes	20 Minutes
Attendance	Vocabs + High Frequency Words	Translation Urdu To English	Revision of Previous Topic or Oral Test	New Topic Discussion

Quiz for class for two marks after every 15 days.

(02) :

Mid Term Course

① Communication, Types, Network and Barriers ② Seven 7C's of Communication ③ Precise writing ④ Translations ⑤ Parts of Speech ⑥ Clause ⑦ Structure of Sentence ⑧ Synonyms and Antonyms ⑨ Effective Communication ⑩ Parts of Speech ⑪ Grammar ⑫ Translation

Presentation for class group for Two extra Marks. Each group will represent on fixed day. (02)

Marks for assignments

(Hard copy)

After every 15 days. (02)