Metropolitan University, Sylhet
Course Title: English II
Course Code: ENG-115/GED: 115/125

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Course Description:

This course mainly focuses on the kind of English used in formal settings, such as official reports and correspondence, conference and presentation, interviews etc., and also includes lessons on everyday English and useful grammar items. After successful completion of the course, students should be able to communicate effectively in such formal and social situations.

Major topics incorporated in the course are: Overview of the topics studied in English Language 1, different types of sentences (Simple, Complex and Compound), Formal and Informal English, Writing Formal and Informal Letters, English for Presentation and Interview, and Reading Comprehension.

Tentative Lesson Plan

Lesson No: 1-5

- Understanding long sentences (compound and complex sentences)
- Common errors in English
- Subjunctive and inversion

Lesson No: 6-10

- Formal and informal English
- Writing formal and informal letters (types, formats and language)
- Reading comprehension (understanding texts, learning vocabulary, summarizing, giving verbal and written answers to questions, skimming and scanning)

Lesson No: 11-15

- Preparing short speeches on given topics; short verbal answers to given questions
- Using presentational English (used in conducting meetings, presentations, interview, etc.)
- Idiomatic expressions and phrasal verbs in use

Lesson No: 16-20

- Writing argumentative, narrative and descriptive essays (learning to develop well-structured paragraphs and coherent essays)
- Sentence adverbials and discourse markers
- Translating short texts

Reference Books:

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