

**Part: A (Functional English):**

**Objectives:** Enhance language skills and develop critical thinking.

**Course Contents:**

**Basics of Grammar:** Parts of speech and use of articles, Sentence structure, active and passive voice; Practice in unified sentence, Analysis of phrase, Clause and sentence structure, Transitive and intransitive verbs; Punctuation and spelling.

**Comprehension:** Answers to questions on a given text.

**Discussion:** General topics and every-day conversation (topics for discussion to be at the discretion of the teacher keeping in view the level of students).

**Listening:** To be improved by showing documentaries/films carefully selected by subject teachers

**Translation skills:** Urdu to English.

**Paragraph writing:** Topics to be chosen at the discretion of the teacher

**Presentation skills:** Introduction & practice to improve presentation skills.

**Part: B (Communication Skills):**

**Objectives:** Enable the students to meet their real life communication needs.

**Course Contents:**

**Paragraph writing:** Practice in writing a good, unified and coherent paragraph

**Essay writing:** Introduction, Descriptive, narrative, discursive, argumentative

**CV and job application:**

**Translation skills:** Urdu to English.

**Study skills:** Skimming and scanning, intensive and extensive, and speed reading, summary and précis writing and comprehension.

**Academic skills:** Letter/memo writing, minutes of meetings, use of library and internet.

**NOTE:** Documentaries to be shown for discussion and review.

**Part: C (Technical Writing and Presentation Skills):**

**Objectives:** Enhance language skills and develop critical thinking.

**Course Contents:**

**Presentation skills:**

**Essay writing:** Descriptive, narrative, discursive, argumentative

**Academic writing:** How to write a proposal for research paper/term paper, (emphasis on style, content, language, form, clarity, consistency).

**Technical Report writing:**

**Progress report writing:**

**NOTE:** Extensive reading is required for vocabulary building.