

<b>Programme</b>	B.S. (4-years), Communication Studies	<b>Course Code</b>	BSCS-103	<b>Credit Hours</b>	3
<b>Course Title</b>	<b>Communication Skills</b>				
<b>Course Introduction</b>					
Studying this course will enable students to:					
<ul style="list-style-type: none"> <li>• Comprehend and write complex, literary and advanced level scripts in academic and professional settings</li> <li>• Produce academic and professional documents appropriate to audience, purpose, and genre</li> <li>• Learn elements of essay-structure from various genres</li> </ul> <p>Practice writing coherent expository essays with an appropriate topic sentence, supporting sentences and use of cohesive devices and appropriate mechanics of writing</p>					
<b>Learning Outcomes</b>					
The ultimate outcome of this course is to enable the students to:					
<ul style="list-style-type: none"> <li>• Comprehend analytical and critical text, and write with accuracy</li> <li>• Conduct excellent interviews and complete follow-up employment correspondence</li> <li>• Improve interpersonal and ICT skills required for effective teamwork and developing cordial work environment.</li> <li>• Write well-organized academic tasks including examination answers with topic/thesis statement &amp; supporting details</li> <li>• Demonstrate knowledge and skill in the translation of texts from Urdu to English</li> </ul>					
<b>Course Content</b>					
<b>Week 1</b>	<b>1. Paragraph writing</b> 1.1 Practice in writing a good, unified and coherent paragraph				
<b>Week 2</b>					
<b>Week 3</b>					
<b>Week 4</b>					
<b>Week 5</b>	<b>2. Essay writing</b> 2.1 Introduction				
<b>Week 6</b>					
<b>Week 7</b>	<b>3. CV and job application</b>				
<b>Week 8</b>					
<b>Week 9</b>	<b>4. Translation skills</b> 4.1 Urdu to English				
<b>Week 10</b>					
<b>Week 11</b>	<b>5. Study skills</b> 5.1 Skimming and Scanning, Intensive and Extensive, and Speed Reading, Summary and Précis Writing and Comprehension				
<b>Week 12</b>					
<b>Week 13</b>	<b>6. Academic skills</b> 6.1 Letter / Memo Writing and Minutes of the Meeting, Use of Library and Internet Recourses				
<b>Week 14</b>					
<b>Week 15</b>	<b>7. Presentation skills</b> 7.1 Personality development (Emphasis on Content, Style and Pronunciation)				
<b>Week 16</b>					
<b>Textbooks and Reading Material</b>					

**Grammar**

Practical English Grammar by A.J. Thomson and A.V. Martinet. Exercises 2. Third edition. Oxford University Press 1986. ISBN 0 19 431350 6.

**Writing**

Writing. Intermediate by Marie-Christine Boutin, Suzanne Brinand and Francoise Grellet. Oxford Supplementary Skills. Fourth Impression 1993. ISBN 019 435405 7 Pages 45-53 (note taking).

Writing. Upper-Intermediate by Rob Nolasco. Oxford Supplementary Skills. Fourth Impression 1992. ISBN 0 19 435406 5 (particularly good for writing memos, introduction to presentations, descriptive and argumentative writing).

**Reading**

Reading. Advanced. Brian Tomlinson and Rod Ellis. Oxford Supplementary Skills. Third Impression 1991. ISBN 0 19 453403 0.

Reading and Study Skills by John Langan Study Skills by Riachard Yorky.

Hales, Steven D. This is Philosophy: An Introduction. Hoboken, New Jersey: Wiley-Blackwell, 2013.

Hospers, John. An Introduction to Philosophical Analysis. Abingdon: Rutledge, 2013.

Hurley, Patrick J. A Concise Introduction to Logic. Boston: Cengage Learning, 2017.

Rachels, James. The Elements of Moral Philosophy . New York: McGraw-Hill Education, 2018.

Solomon, Robert C. The Big Questions-A Short Introduction to Philosophy. Boston: Cengage Learning, 2009.

Stewart, Davis. Fundamentals of Philosophy. 6th. Boston: Pearson, 2010.

(Course Instructor can provide relevant data in the form of a study package if required.)

<b>Teaching Learning Strategies</b>
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| <ol style="list-style-type: none"> <li>1. Lectures</li> <li>2. In-Class Activities</li> <li>3. Written Assignments</li> </ol> |
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<b>Assignments: Types and Number with Calendar</b>
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| <ol style="list-style-type: none"> <li>1. Class Participation</li> <li>2. Attendance</li> <li>3. Presentations</li> <li>4. Attitude &amp; Behavior</li> <li>5. Hands-on Activities</li> <li>6. Short Tests</li> <li>7. Quizzes</li> </ol> |
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<b>Assessment</b>
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Sr. No.	Elements	Weightage	Details
<b>1.</b>	Midterm Assessment	35%	Written Assessment at the mid-point of the semester.

2.	Formative Assessment	25%	Continuous assessment includes: Classroom participation, assignments, presentations, viva voce, attitude and behavior, hands-on-activities, short tests, projects, practical, reflections, readings, quizzes etc.
3.	Final Assessment	40%	Written Examination at the end of the semester. It is mostly in the form of a test, but owing to the nature of the course the teacher may assess their students based on term paper, research proposal development, field work and report writing etc.