

PRE-REQUISITE

THM-101: English-I (Functional English)

LEARNING OUTCOMES

Students will be able to:

1. Understand and apply knowledge of human communication and language processes as they occur across various contexts.
2. Understand and evaluate key theoretical approaches used in the interdisciplinary field of communication.
3. Understand the research methods associated with the study of human communication, and apply at least one of those approaches to the analysis and evaluation of human communication.
4. Find, use, and evaluate primary academic writing associated with the communication discipline.
5. Develop knowledge, skills, and judgment around human communication that facilitate their ability to work collaboratively with others
6. Communicate effectively orally and in writing.

CONTENTS

This course aims to enable students to communicate clearly and with impact, by improving their verbal and non-verbal communication style, as well as enhancing interpersonal skills. Communicating effectively will soon seem effortless.

Module-1 Theory:

- Elements of effective language
- Correct use of words & expression
- Treacherous words; Translation from Urdu to English & Vice Versa

Module-2 Practical:

1. Comprehension and translation exercises.

ASSIGNMENTS – TYPE AND NUMBER WITH CALENDAR

It is continuous assessment. The weightage of Assignments will be 25% before and after mid term assessment. It includes:

- classroom participation,
- attendance, assignments and presentation,
- homework
- attitude and behavior,
- hands-on-activities,
- short tests, quizzes etc.

ASSESSMENT AND EXAMINATIONS:

Sr. No.	Elements	Weightage	Details
1.	Mid Term Assessment	35%	It takes place at the mid-point of the semester
2.	Formative Assessment	25%	It is continuous assessment. It includes: classroom participation, attendance, assignments and presentation, homework, attitude and behavior, hands-on-activities, short tests, quizzes etc.
3.	Final Assessment	40%	It takes place 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.

RECOMMENDED TEXT BOOKS/ SUGGESTED READINGS:

1. English for international tourism by Pearson education Limited
2. English for international tourism workbook by Pearson education Limited
3. English for Careers Tourism by Robin Walker and Keithhardling
4. English For Tourism Vocational Schools of Hospitality and Tourism GuKeskilNilgunYorganc
5. English for Careers Tourism I Teacher's Book - Robin Walker and Keith Hardling.
6. Cenere, P., Gill, R., Lawson, C., & Lewis, M. (2015). *Communication Skills for Business Professionals* 7. Cambridge University Press.
7. Blokdyk, G. (2019). Communication Skills A Complete Guide - 2019 Edition, 5STARCOoks.
8. Coleman, K. (2019). Effective Communication: Skills and Strategies to Effectively Speak Your Mind Without Being Misunderstood, Communication & Social Skills.