

Hailey College of Banking and Finance

University of the Punjab

Lahore.

COURSE OUTLINE

(Core Course/~~Auxiliary Course~~/~~Special Course~~)

Program	BBA (Hons) Banking & Finance	Course Code	BHBF301
Year/Semester		E-Mail	
Name of the Course	English Grammar & Composition		
Credit Hours	3		
Pre requisites	English Language Comprehension		
Follow up	Class Quizzes/Assignment		
Aims and Objectives	<p>Major Objectives</p> <p>The course has been designed with the basic aim of enabling students with low intermediate level of English to become independent learner of the language. It aims to teach and improve knowledge and abilities in English by focusing on the development of reading and writing through practice skills requires for academic work and building vocabulary through practice of standardized test in training students to use the dictionary as a tool for learning the language. We will be integrating the skills of reading, writing, vocabulary building, grammar and usage and also giving discrete lesson on these topics. The reading and writing lesson will incorporate vocabulary building along with description, narration, exposition and argument. Each reading lesson will take a written passage and examine it from the point of view of understanding the passage written in this style then also exploit the passage from the point of view of the student's being asked to write in that style. The students will be gradually taken from low to higher-level skills.</p> <p>Minor Objective</p> <ul style="list-style-type: none">❖ To help students understand scientific and factual texts along with imaginative text.❖ To help students identify the inherent patterns of organization in all kinds of texts❖ To help students understand the rules of grammar and usage that apply to good writing❖ To help student focus on accuracy by teaching them effective sentences and paragraphing❖ To help students extend their vocabulary		

❖ To help students communicate more meaningfully and at a deeper level

Syllabus (Weekly Scheme) Before Mid-Term Examination

Week	Topic	Activities
1 st	Uses of a Language Dictionary: How to Use a Dictionary Pronunciation Spelling, Meaning Phonetics & Phonology.	Assignment 1
2 nd	Grammar: Morphology, Focus on Vocabulary Word Formation, Suffixes, Prefixes Antonyms, Synonyms, Homonyms One word Substitute.	Quiz I
3 rd	Reading: Locating Topic Sentences Main Idea, Supporting Ideas Contextual References Information by Scanning and skimming.	
4 th	Comprehension Summary and Directed Writing: Figurative Language Answering vocabulary questions Obstacles to understand.	
5 th	Comprehension Summary and Directed Writing: Types of Comprehension questions Aids to better comprehension Understanding situations.	
6 th	Practical Grammar: Parts of Speech, Major Word Classes Noun-with Further Classification, Pronouns-with further Classification Verb-Emphasis on three form	Quiz 2

7th	Practical Grammar: Parts of Speech, Adjectives-with further classification Adverbs-with further classification Prepositions inter-junctions, Conjunction, Gerund, Genitives	
8th	Reading: Imaginative and Practical Text Making inferences, Assessing the Text, Distinguishing Facts from Opinions Comprehension Question Answers, Cloze Comprehension	Assignment 2

Mid-Term Examination

Syllabus (Weekly Scheme) Before Final-Term Examination

Week	Topic	Activities
9th	Reading: Classifying, Flow Charts Cause and Effect Relationship Presenting Information Graphically	
10th	Vocabulary Development: Words in Context Antonyms, synonymous, and homonyms Pair of Words	
11th	Vocabulary Development: Phrasal verbs, Prefixes and meaning, Problem words and correct usage-1.	Quiz 3
12th	Vocabulary Development: Problem words and correct usage	

	Idioms and common expressions Common errors.	
13th	Grammar: Language forms and functions	Assignment 3
14th	Presentations	Language Practice
15th	Presentations	Language Practice
16th	Presentations	Language Practice

Final Examination

Text Book/s	<ol style="list-style-type: none"> 1. A selection of English Prose By Dr. Nousheen Khan & Prof. Ghulam Sarwar Qureshi 2. A selection of Modern English Essays Edited by Prof. Sajjad Sheikh 3. "Skill Worker" By Dr. Surriya Shafi, Prof. Sabiha Mansoor & Prof. Humaira Irfan
--------------------	--

Reference Material	<ul style="list-style-type: none"> (i) Further Comprehension and Precis Pieces for Overseas Students by L.A. Hill and R.D.S. Fielden (ii) Grammar in use by Raymond Marphy (iii) English Pronouncing Dictionary by Daniel Jones (iv) High School English Grammar & Composition by Wren & Martin (v) English for Business; A Functional Approach by J. Chilver (vi) Practical English Usage by Michal Swan (vii) A Practical English Grammar by A.J Thomson & A.v. Martinet (viii) Basic Business English by Robert E. Barry (ix) General Certificate by Alan Etherton
---------------------------	--

Assessment Criteria	Marks in %	Session	Mid	Final	Total %
		25	35	40	100
		Term Assignments/ Quizzes Presentations			

	Result				
Course Requirements		<ul style="list-style-type: none"> ➤ 75% Class Attendance is mandatory, failing which the student shall be dropped from the class. ➤ Come up with the feed back and full preparation for the next class ➤ Strictly follow the dead line regarding quizzes / assignments ➤ Late submission will be treated as non-submission ➤ Examination will be objective, short answer & essay type ➤ Students at all times are expected to show high standards of disciplines and humanly qualities ➤ Students are advised to keep the course outlines in record in their own interest for future reference and studies abroad. 			
Teacher's Role		<ul style="list-style-type: none"> ➤ To help, encourage and motivate Students for the development of basic skills of Business Communication 			
Student's Role		<ul style="list-style-type: none"> ➤ To exchange and polish the skills of language by continuous practice with the help of text book, reference books, assignments and quizzes. To write business messages and applications for job and follow-up. 			
Governing Rules					
<ul style="list-style-type: none"> ➤ Students are advised to go through the rules and regulations governing their class attendance, display of College ID Card, use of mobile phones, eating/smoking, roaming, general behavior, etc. on the Campus. ➤ Any violation thereof is punishable under the relevant rules. 					

-----BEST OF LUCK-----