

Introduction of the Course:

The main purpose of this course is to guide students in their first year of learning and impart basic study skills. It is designed with the view to enable them to take immediate control of their learning. The course will enable students to devise and follow “study systems” and equip them with the ability to think critically and adopt effective learning strategies.

Course Objectives

The course aims to:

- 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.

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.

Presentation skills: Personality development (emphasis on content, style and pronunciation).

Note: documentaries to be shown for discussion and review.

Teaching-learning Strategies

1. Lectures
2. Group Discussion
3. Laboratory work
4. Seminar/ Workshop

Learning Outcome:

1. Students are expected to get familiarized with the Basics of Grammar including Parts of speech and use of articles, Sentence structure, Active and passive voice etc.
2. They will learn about the basic rules of paragraph writing and presentation skills.

Assessment Strategies:

1. Lecture Based Examination (Objective and Subjective)
2. Assignments
3. Class discussion
4. Quiz

5. Tests

Recommended Readings:

1. Boutin, Marie-Christine, Brinandm, S., Grellet, F. 1993. Writing: Intermediate. Oxford Supplementary Skills. Fourth Impression.
2. Langan, J. Reading and Study Skills by Richard York.
3. Nolasco, R. 1992. Writing: Upper-Intermediate. Oxford Supplementary Skills. Fourth Impression (particularly good for writing memos, introduction to presentations, descriptive and argumentative writing).
4. Thomson, A.J., Martinet, A.V. 1986. Practical English Grammar Exercises 2. 3rd Ed. Oxford University Press.
5. Tomlinson, B., Ellis, R. 1991. Reading. Advanced Oxford Supplementary Skills. Third Impression.
