

Semester:I				
Course no: 311		English (C) I		Credit Hours: 3
Total Periods=40		1 Period= 45min		
S.No	Topics	Main Points	References	Periods
		A. VOCABULARY BUILDING SKILLS		
1	Vocabulary in Context	<ul style="list-style-type: none"> • Introduction • Defining context • Types of context clues <ul style="list-style-type: none"> ▪ Examples ▪ Synonyms ▪ Antonyms ▪ General sense of the sentence or passage • Recognition of signal words in context as an aid to determining type of context clue • Practice exercises 	1,2,7	4
2	Word Formation Rules	<ul style="list-style-type: none"> • Introduction • Explaining the role of affixes in forming new words • Types of Affixes: prefixes and suffixes • Function of prefixes and suffixes • Meanings and usage of some common prefixes and suffixes • Practice exercises 	2,4,6,7	3
		B. READING SKILLS		
1	Main Idea	<ul style="list-style-type: none"> • Review of the basic word classes • Usage: Understanding the function of different parts of speech • Recognizing the word class of specific words in a given context by determining their function • Practice exercises 	4,5,7	3
2	Supporting Details	<ul style="list-style-type: none"> • Introduction • Function of Modal Verbs <ul style="list-style-type: none"> ○ Permission ○ Necessity ○ Possibility ○ Deductions ○ Obligation ○ Advice ○ Request ○ Offers and invitations ○ Imperative ○ Suggestion • Practice exercises 	4,5	3
3	Cohesive Devices/ Linking	<ul style="list-style-type: none"> • Review of rules for all Tense forms • Usage and different shades of meanings 	4,5	4

	words	<ul style="list-style-type: none"> Practice exercises 		
4	Fact and Opinion	<ul style="list-style-type: none"> Describing the ‘Voice’ of a sentence Rules of changing an active sentence into passive form and vice versa Practice exercises 	4,5	2
5	Sequencing	<ul style="list-style-type: none"> Defining a sentence Describing basic elements of a sentence: <ul style="list-style-type: none"> subject, object, verb, compliment & adverbial Practice exercises 	4,7	8
		C. WRITING SKILLS		
1	Paragraph Writing	<ul style="list-style-type: none"> Introduction: <ul style="list-style-type: none"> Writing a strong topic sentence Using an effective controlling idea Special words/phrases for introducing a controlling idea Mapping out major and minor details Connecting major & minor details in a logical order using cohesive devices Constructing a proper concluding sentence Process writing Guideline for proof-reading/editing Self-editing and/or peer checking Practice: Writing a well-structured paragraph 	1,3,7	10
2	Summary Writing	<ul style="list-style-type: none"> Introduction: Need for summarizing information Guide lines for summary writing Practice exercises 	2	6
		D. GRAMMAR IN CONTEXT		
1	Parts of Speech/ Word Classes	<ul style="list-style-type: none"> Review of the basic word classes Usage: Understanding the function of different parts of speech Recognizing the word class of specific words in a given context by determining their function Practice exercises 	4,5,7	3
2	Modals	<ul style="list-style-type: none"> Introduction Function of Modal Verbs <ul style="list-style-type: none"> Permission Necessity Possibility Deductions Obligation Advice Request Offers and invitations Imperative Suggestion 	4,5	3

		<ul style="list-style-type: none"> • Practice exercises 		
3	Tenses	<ul style="list-style-type: none"> • Review of rules for all Tense forms • Usage and different shades of meanings • Practice exercises 	4,5	4
4	Active & Passive Voice	<ul style="list-style-type: none"> • Describing the ‘Voice’ of a sentence • Rules of changing an active sentence into passive form and vice versa • Practice exercises 	4,5	2
5	Sentence Elements	<ul style="list-style-type: none"> • Defining a sentence • Describing basic elements of a sentence: subject, object, verb, compliment & adverbial • Practice exercises 	4,7	8
6	Yes-No Questions	<ul style="list-style-type: none"> • Introduction to Yes-No questions • How to construct Yes-No questions • Practice exercises 	4,7	2

BOOKS RECOMMENDED

1. Langan, J., Carol, H.B., & Harley, F.A. (1992). Improving Reading Comprehension Skills, Townsend Press.
2. Howe, D.H., Kirkpatrick, T.A., & Kirkpatrick, D.I. (2004). Oxford English for Undergraduates, OUP-Karachi
3. Hedge, T. (1988). Writing, Oxford University Press
4. Eastwood, J. (2004). Oxford Practice Grammar- New edition with tests & answers. OUP-Karachi
5. Murphy, R. (2004). Murphy’s English Grammar, Cambridge University Press
6. McCarthy, M. & O’Dell, F. (2007). English Vocabulary in Use, Cambridge University Press
7. Web Sources: References mentioned on handouts.

Marking Scheme: English

Exams	Total Marks100	Objectives	Subjective
Mid Term	40	75-80%	20-25%
Final Term	60	75-80%	20-25%