



# Greenwich University

## COURSE OUTLINE

SPRING 2019 Term

- **Course** : **English Composition**
- **Code** : **GENG 101**

### ADMINISTRATIVE INFORMATION

- **Instructor** : **Mrs. Roumane Rajah**
- **Instructor's Email** : **roumane@greenwich.edu.pk**  
*(Assignments given should be sent to the instructor via email above for marking. After checking they will be returned before the next class.)*
- **Class Session** : **March 25, 2019 – July 20, 2019**
- **Class Timings** : **Wednesday, 09:00 Am - 11:00 Am**

*A 10-minute break will be given. Any student coming late or returning late after the break will be considered absent for that day.*

*In case of cancellation / makeup of a class you will be notified through the website of Greenwich and / or through your Greenwich email account.*

### ATTENDANCE:

100% class attendance is mandatory for the students to enable them to appear in the final examination. However, in case of an emergency / serious illness the students will be eligible to (02) absences during the whole semester.

### RULES AND REGULATIONS:

- All mobile phones must remain switched off or kept on silent / vibration mode) for the entire duration of a class. Any breach of this rule will lead to immediate confiscation of the phone, which will only be returned after the semester is over.
- Smoking is strictly prohibited on the entire campus, except the cafeteria.
- No food, drinks, gum or beetle-nut (chalia) are allowed inside the classroom.
- In order to maintain the sanctity and decorum on the University Campus, all male and female students are required to be dressed in a decent and appropriate manner. The University shall take a particularly stern view of any kind of immodest and revealing clothes.
- The Student ID Card must be displayed while attending class.
- Cheating, plagiarism, offensive language and disruptive behavior will be addressed according to policies for academic misconduct mentioned in the Students' Handbook.

## **COURSE OBJECTIVE:**

- This course will focus on the development of writing skills appropriate to an academic environment in the following areas: reading comprehension, paragraph writing leading to full composition.
- The two goals of English 101 are to achieve competence in the use of English and fluency in written English. To accomplish the first goal, we will study the structure of the English language, and to accomplish the second goal, we will study how writers create their work. Ultimately we want to learn the essence of all good writing - to make meaning on paper.

## **BY THE END OF THIS COURSE, STUDENTS SHOULD BE ABLE TO:**

- write a coherent & cohesive paragraph
- develop and support a thesis statement
- write a well developed essay of about 350 words

## **TEACHING METHODOLOGY:**

The course will include a combination of lecture and practical exercises including student presentations. Current issues in the news relevant to course topics will be examined and writing assignments will be required.

## **PERFORMANCE REQUIREMENTS:**

Complying with the course requirements with active class participation and timely submission of assignments.

## **Module Aims:**

This module aims to:

1. develop the linguistic abilities of students.
2. create an awareness of the different types of English.
3. encourage the students to reflect on the processes involved in writing, reading, speaking and listening.

## **Learning Outcomes:**

On completion of this module, students should be able to:

1. understand elementary grammatical terms.
2. analyse the different types of written and spoken English.
3. be competent in writing, reading, speaking and listening.

## **TUTORIAL/ PRACTICAL EXERCISES:**

Case-studies, group work, presentations, role-play

## **RECOMMENDED TEXT:**

### **Prescribed reading:**

BM BOOKCENTRE ed., 2012, *Understanding English Grammar*, BM BOOKCENTRE CO. LTD, Mauritius

### **Supplementary reading:**

Relevant chapters from the following books:

McKay, M., Davis, M. and Fanning, P. 2009, *Messages*, New Harbinger Publications, Canada

Stanton, N. 1996, *Mastering Communication*, Macmillan Press Ltd, UK

Trowley, P. 1998, *Investigating the Media*, Collins Educational, UK

## **EVALUATION METHODS AND ASSIGNMENTS:**

- Quizzes will be given in every class based upon the lesson taught in the previous session. The teacher will mark and return them to the students in the same/next class.
- Students who maintain 100% attendance in a minimum course load of five will be awarded a certificate and his/her name/picture will be placed on the notice board
- Class Assignments will be given regularly.
- Class participation

- Portfolios should be maintained by students of all their assignments, quizzes, /presentation, etc. The portfolios must be submitted to the instructor in the 14th class. The portfolios will be returned to the students prior to the final examination .
- Mid-Term and Final Examination
- Final exams will comprise questions based on the entire syllabus, including the teaching done before the Mid-Term Exam.
- **Report:** The students will be assigned, individually, or in groups to write term paper / report based on visit to the corporate entities / markets and discussions with professionals and practitioners. All such visits will be undertaken through official transmittal letters to be issued by the University on the request of students and / or faculty.

**GRADING:**

*	Quizzes	25%
*	Portfolio	05%
*	Mid-term Examination	30%
*	Final Examination	40%

**COURSE CONTENTS SESSION WISE**

<b>Week</b>	<b>Topics</b>
1	Evaluation Test Introduction
2	Parts of speech
3	Parts of speech
4	Types of sentences, punctuarion and spelling
5	Uses of paragraphs and writing summaries
6	Different types of writing
7	Different types of writing Reading
8	<b>Mid-term Exam</b>
9	Preparing and delivering a speech
10	Grammar Speeches
11	Formal and informal letters
12	Speaking practice and listening practice
13	Grammar revision Vocabulary
14	Video/audio presentation
15	Presentation Week
16	Revision Week
17	<b>Exam</b>
18	Semester Break

-----*For Office Use Only*-----

Dean: : \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / 2019

Head of Department: : \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / 2019

Faculty Member: : \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / 2019

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