

Course Number and Title:	Communication skills (HU-116)		
Credit Hours:	3+0		
Pre Requisite	Nil		
Instructor :	Ms .Nadia Saeed		
Lab Engineer:	NIL		
Compulsory/Elective:	Compulsory		
If Elective: Depth Core/ Breadth Core:	N/A		
Course Schedule:	Lecture:	3 hours/week	
	Lab:		
	Office hours:	3 hours/week	
Course Assessment:	Assignments:	4	
	Quizzes:	4	
	Presentation/seminars	4	
	Exams:	Mid-semester and Final	
Grading Policy:	Quizzes:	10%	
	Assignments/Serminars:	10%	
	Mid-Semester:	20%	
	End-Semester:	60%	
Text Book:	Notes		
Reference Book(s):	<ol style="list-style-type: none"> 1. Anchor in English-II(lessons 1-5),latest edition, A SPELT Publication. 2. Summary Writing (book-I) by Christopher Fry (OUP) ,latest Edition. 3. Speaking Clearly by Pamela Rogerson & Judy B. Gilbert,Latest edition. 4. Basic Technical Writing by Herman M Weisman ,latest Edition. 5. Intermediate English Course by Linguaphone Institute,London, latest edition. 6. Practical English grammar by A.J Thomson and A.V.Martinet Exercises 01 third Edition . Oxford University Press. 7. Writing Intermediate by Marie-Christine Boutine ,Suzanne Brinand and Francoise Gretel. Oxford Supplementary Skills. 8. Reading.Upper Intermediate . Brain Tomlinson And Rod Ellis. Oxford Supplementary Skills. 		
Course Objective:	<ol style="list-style-type: none"> 1. To teach the students how to improve their language skills to optimal level . 2. To teach the students how to enhance their technical writing skills and equip them with fairly good vocabulary. 		
Course Learning Outcome	CLO Statement	PLO	Bloom
CLO-1:	To enable the students acquire the necessary knowledge and skills of communication in English language	PLO-7	C1
CLO-2:	To enable the students apply the acquired knowledge and skills of communication in their respective field of Engineering	PLO-9	C2
Topics covered in the	The rationale and importance of communication skills for engineers in		3 Hrs

course and level of coverage:	practical life												
	Lecture listening and note taking strategies											3 Hrs	
	Précis writing ,Essay writing + vocabulary building											6 Hrs	
	Letter Writing ,Business letters+ vocabulary building											6 Hrs	
	Job letters , Resume writing ,Types of Resume + vocabulary building											6 Hrs	
	Improvement of listening skills +vocabulary building											6 Hrs	
	Reading of lessons (1-5) +vocabulary building											6 Hrs	
	Report writing / research papers +vocabulary building											6 Hrs	
	Presentation , seminars											6 Hrs	
Program learning outcomes and how they are covered by specific course outcomes:												CLO	PLO
	Introduction to communication skills ,and importance of communication skills for electrical engineers											CLO-1	PLO-7
	Lecture listening and note taking strategies :Difference between note taking and note making, methods of preparing note ,making efficient class notes											CLO-1	PLO-7
	Précis writing ,Essay writing + vocabulary building :rules and steps of writing précis and practice of précis writing ,essay writing stages; planning , writing and revising +practice of essay writing											CLO-2	PLO-9
	Letter Writing ,Business letters+ vocabulary building: kinds of letters, formats of letter writing ;semi-block form , block form , full block form , modern layout of letter + practice of letter writing											CLO-2	PLO-9
	Job letters , Resume writing ,Types of Resume + vocabulary building: chronological ,functional and chrono-functional Résumé											CLO-2	PLO-9
	Improvement of listening skills +vocabulary building: assigning students various tasks /exercises after listening to pre recorded audio cassettes in order to help them listen more accurately and efficiently to a variety of authentic and semi-authentic recordings											CLO-1	PLO-7
	Reading of lessons (1-5):reading of the lessons of the prescribed text books and exercises on reading comprehension											CLO-2	PLO-9
	Report writing / research papers +vocabulary building: introduction ,structure of a research paper , documentation , composing a bibliography + practice											CLO-2	PLO-9
Presentation , seminars:											CLO-2	PLO-9	
Mapping of CLOs with PLOs and Bloom's Taxonomy Cognitive Levels:													
PLO	1	2	3	4	5	6	7	8	9	10	11	12	
CLO-1							C1						
CLO-2									C2				
Mapping of CLOs with Assessment Methods:													
CLOs/Assessment	CLO-1						CLO-2						
Quizzes:	√						√						
Assignments/ Presentations/seminars :							√						
Mid-Semester:	√						√						
End-Semester:							√						