

MEHRAN UNIVERSITY OF ENGINEERING & TECHNOLOGY
ENGLISH LANGUAGE DEVELOPMENT CENTRE

FRM-003/00/QSP-004
Dec 01, 2001

(From 02.01.2012 to 22.04.2012)

TENTATIVE TEACHING PLAN

Department: Electrical

Term: 1st

Year: 1st

Name of Teacher:

Subject: Functional English

Batch:

Term Starting Date:

Term Suspension Date:

S#	Topic	No of Lecture Hrs. required
01	INTRODUCTION TO ELDC. a. Students are informed about their responsibilities about attending the centre specially, the regular classes, the Self Access Centre, Language Laboratory. b. Information is given about teaching methods and the materials used. c. Information is given about students' desired behavior in classroom and about maintaining discipline in the building of ELDC.	1 Lecture
02	FUNCTIONAL ENGLISH. How to acquire fluency Vocabulary	2 Lectures 2 lectures
03	How to acquire accuracy	3 Lectures
04	Sentence structure: a. Punctuation marks (revision) b. Tenses (revision) c. Simple, compound and complex sentences + question Tags. d. Conditionals e. Conversion	2 Lectures 2 Lectures 2 lectures 2 lectures 1 lecture 1 lecture
05	Paragraph-writing	3 Lectures
06	Letter-writing: a. Applications b. Official letters c. Demi-official letters d. Business letters. e. Personal (friendly)	1 Lectures 1 Lectures 1 Lectures 1 Lectures 1 Lectures
07	Précis-writing	3 Lectures
08	Reading Skills: Scanning	3 Lectures
09	Skimming	3 Lectures
10	Detailed reading	3 Lectures
11	MID TERM TEST	1 Lecture
12	Report writing	3 Lectures
13	Communication Skills a. Listening b. Speaking	2 Lectures 3 Lectures
14	Communication Skills. a. Reading integrated with listening and speaking. b. Writing integrated with reading, listening and speaking.	3 Lectures 2 Lectures
Total Lecture Hrs		52 Lectures

Extra classes if need be.

Signature of Teacher

Dated:

Remarks of DMRC: Approved

Signature of Incharge Director:

Dated: