

Basic English Proficiency Development Course

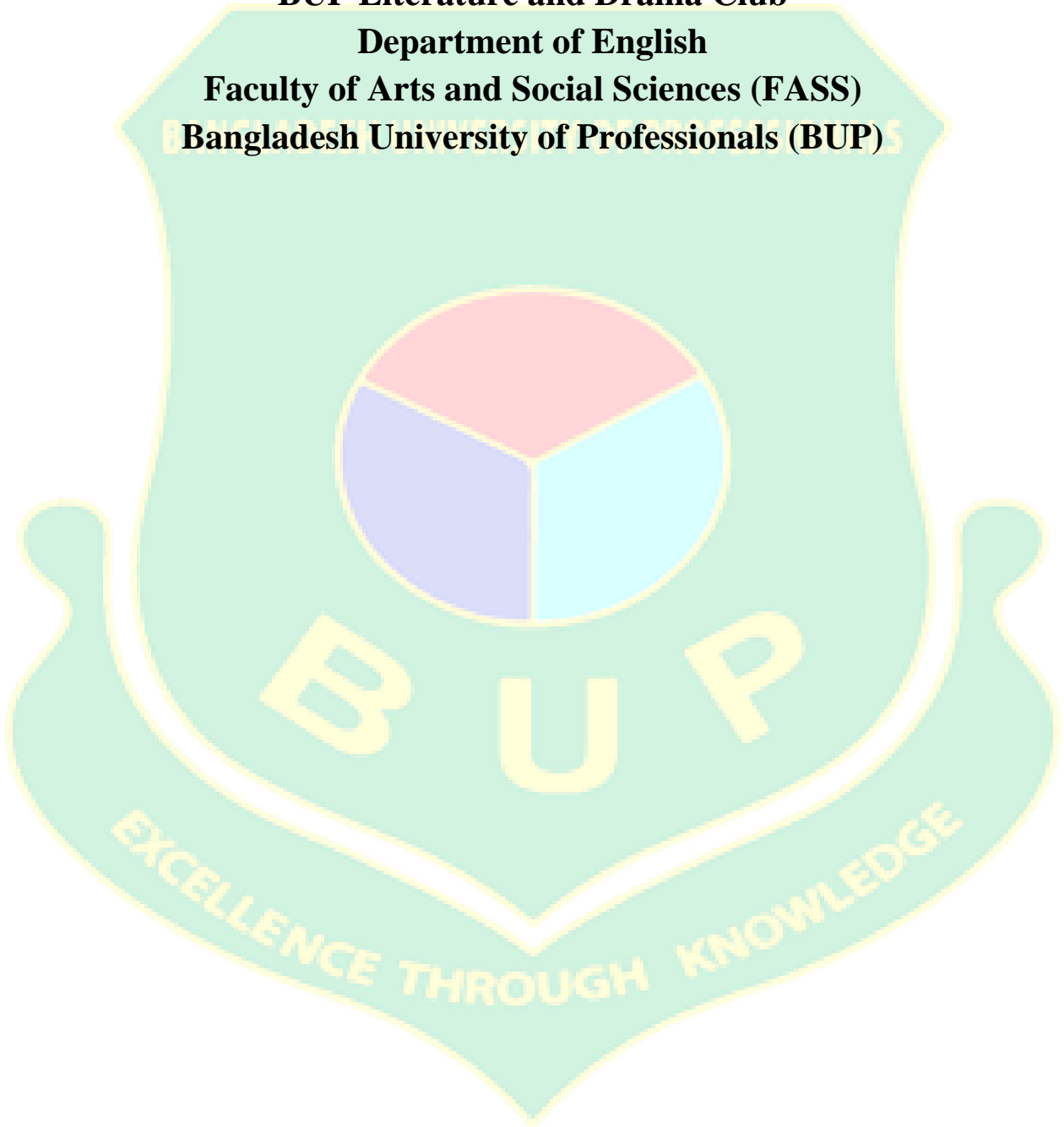
Course Offered by

BUP Literature and Drama Club

Department of English

Faculty of Arts and Social Sciences (FASS)

Bangladesh University of Professionals (BUP)



Part 1: Reading and Writing

Course Conducted by: Assistant Professor Most. Farhana Jannat
Department of English
Faculty of Arts and Social Sciences (FASS)
Bangladesh University of Professionals (BUP)
Email: farhana.jannat@bup.edu.bd
Cellphone: 01769028487

Syllabus

Reading

- Introductory discussion on Reading (Previewing, Scanning, Skimming, Predicting, Inferring, Recognizing main and supporting ideas), Importance of reading
- Reading Comprehension: Strategy, Answering comprehensive questions
- Active Reading (Strategies for active reading)

Writing

- Introductory discussion on writing
The writing process (Prewriting, Drafting, Revising, Editing)
- Letter writing (Formal letter and Informal letter)
- Paragraph writing (Paragraph Structure, Brainstorming)
- Essay writing (Essay Structure, Formal writing rules, Brainstorming, Types of Essay)
- Summary Writing

Resources:

1. English Skills by John Langan
2. From Paragraph to Essay by Maurice Imhoof and Herman Hudson
3. Academic Writing Fourth Edition by Stephen Bailey
4. Barron's TOEFL
5. Cambridge IELTS Set
6. How to write Better Essays by Bryan Greetham
7. On Writing Well by William Zinsser

Lesson Plan

Lecture Number	Skill	Discussion Point	Class Time (Day & Date)
1	Writing	Introductory discussion on writing (prewriting, during writing and post writing strategies, brainstorming, elaborating and organizing ideas, writing draft, revising), Letter writing (Formal letter and Informal letter)	3.00-4.00 p.m. (Monday -8.6.2020)
2	Reading	Introductory discussion on Reading Previewing, Scanning, Skimming, Predicting Inferring, recognizing main and Supporting ideas	3.00-4.00 p.m. (Tuesday - 9.6.2020)
3	Writing	Paragraph writing (topic sentence, supporting details, coherence and continuity, terminator), Practicing paragraph writing on creative topics	3.00-4.00 p.m. (Monday - 15.6.2020)
4	Reading	Inferring, recognizing main and Supporting ideas , Reading Comprehension Answering Comprehensive questions	3.00-4.00 p.m. (Tuesday - 16.6.2020)
5	Writing	Essay writing (Essay Structure, Formal writing rules, Brainstorming, Types of Essay)	3.00-4.00 p.m. (Monday - 22.6.2020)
6	Reading	Active Reading	3.00-4.00 p.m. (Tuesday - 23.6.2020)
7	Writing	Practicing creative essay writing, Summary writing (main point summary, key point summary, outline summary),	3.00-4.00 p.m. (Monday - 29.6.2020)
8	Reading	Reading Test (Practice Test)	3.00-4.00 p.m. (Tuesday - 30.6.2020)
9	Writing	Writing Test (Assessment of learning)	3.00-4.00 p.m. (Monday - 6.7.2020)
10	Reading	Reading Test (Assessment of Learning)	3.00-4.00 p.m. (Tuesday - 7.7.2020)

Part 2: Listening and Speaking

Course Conducted by: Lecturer Sidratul Moontaha Mitul
Department of English
Faculty of Arts and Social Science (FASS)
Bangladesh University of Professionals (BUP)
Email: mitul@bup.edu.bd
Cellphone: 01769028488

Speaking:

- Social English
- Business English
- Public Speaking and Presentations
- Projection and Articulation: speaking fluently at an appropriate pace; speaking clearly at an appropriate volume
- Pronunciation: IPA transcription; stress; intonation
- Elements of Nonverbal Communication: body language; eye contact and facial expression; vocal cues; use of time and space

Listening

- Listening basics: *definition of listening; listening process; types of listening; barriers to effective listening; strategies for effective listening*
- Listening in practice: *recognizing sounds and words; catching information; finding central information; listening at conferences and seminars; understanding lyrics*
- Note-taking: *style and strategy*
- Using podcasts to understand English
- Conversations in English: *Making plans (face to face/over telephone), providing directions, speaking about hobbies/interesting memories etc.*

Resources:

Books:

Sl.	Name of the Books	Author(s)	Publisher
1	<i>Public Speaking: College and Career</i>	Hamilton Gregory (5 th edition or any editions after that)	McGraw Hill
2	<i>IELTS Practice Set with CD</i>	---	Cambridge University Press
3	<i>The Art of Speaking</i>	<i>Stephen E Lucas</i>	<i>(7th edition or any editions after that)</i> <i>McGraw Hill</i>
4	<i>Public Speaking</i>	<i>Michael and Suzanne Osborn</i> (4 th edition or any editions after that)	<i>A.I.T.B.S. Publishers and Distributors (Regd.)</i>

Online Sources:

1. <https://10ms.app/download1?fbclid=IwAR0jK8JDpFBeqotBLDOVc939p5XxW5-Y0Ciaavsk9iU1WQlvZ9kXCkhWCV5M>
2. <https://www.toastmasters.org/resources/video-library> - Toastmasters video library
3. <https://www.ted.com/talks?sort=newest&language=en> – Ted talks English videos
4. <http://www.mastersincommunication.com/public-speaking/> - List of helpful websites
5. <https://learnenglish.britishcouncil.org/>
6. <http://www.bbc.co.uk/learningenglish/>
7. <https://www.englishcentral.com/videos>
8. <http://www.effortlessenglish.libsyn.com/>
9. <https://www.youtube.com/>

Lesson Plan

Lecture Number	Skill	Discussion Point	Class Time (Day & Date)
1	Speaking	Introduction Introducing yourself Creating a first impression	3.00-4.00 p.m. (Sunday -07.6.2020)
2	Speaking	Public Speaking Organizing your speech Formal/informal English Things to keep in mind Getting rid of shyness	3.00-4.00 p.m. (Wednesday -10.6.2020)
3	Listening	What's that song? Understanding lyrics Learning new words	3.00-4.00 p.m. (Thursday -11.6.2020)
4	Speaking	Importance of Pronunciation Stress and intonation Is accent important?	3.00-4.00 p.m. (Sunday -14.6.2020)
5	Speaking	Speaking for providing Information Speaking for Persuasion and Entertainment Importance of audience	3.00-4.00 p.m. (Wednesday -17.6.2020)
6	Listening	Listening actively Listening for key words Note-taking	3.00-4.00 p.m. (Thursday -18.6.2020)
7	Speaking	Practicing Everyday Conversations: An ordinary day Eating out Asking for/Giving out directions	3.00-4.00 p.m. (Sunday -21.6.2020)
8	Listening	Listening Practice Podcasts YouTube Ted Talk	3.00-4.00 p.m. (Wednesday -24.6.2020)
9	Speaking	Practicing Everyday Conversations: Shopping Technology Playing Sports	3.00-4.00 p.m. (Thursday -25.6.2020)
10	Test	Listening test Submission of speaking test assignment	3.00-4.00 p.m. (Sunday -28.6.2020)