Course Title: English II (3 Cr.)
Course Code: CACS103
Year/Semester: I/II
Class Load: 4 Hrs. / Week (Theory: 3 Hrs., Tutorial: 1 Hr.)

Course Description

The course consists of literary reading, business communication skills along with critical reasoning to inculcate cognitive ability and workplace communicative competence in the students. It consists of science fiction stories, business writing and exercises based on critical reasoning. The course aims to enhance language proficiency and stimulate creative and critical thinking and analysis.

Course Objectives

The course has following specific objectives:

- To impart reading skills in students and make them comprehend and analyze literary texts.
- To frame students' logical capability including analyzing reasoning, assessing credibility, making sound decisions and solving dilemmas.
- To help students to develop confidence and expertise in composing effective professional documents.

Course Contents

Unit1 Science Fiction Stories   10 Hrs.

1. H. G. Wells: "The Land Ironclads"
2. Jack Williamson: "The Metal Man"
3. Brian Aldiss: "Who can Replace a Man?"
4. J. G. Ballard: "Billenium"
5. William Gibson: "Burning Chrome"

Unit2 Business Communication   9 Hrs.

1. Rules of Good Writing
2. Fax Message and Electronic Mails
3. Memos, Reports and Meetings

Unit3 Persuasive Communication   3 Hrs.

1. Notices, Advertisements and Leaflets

Unit4 Oral Communication   3 Hrs.

1. Oral Presentation Skills

Unit5 Critical Reasoning   20 Hrs.

1. Analyzing Reasoning
2. Evaluating Reasoning