

HUM-101	Fundamentals of English	3.0	3.0
	<p><b>Grammar:</b> functions of word class, phrase and clause; basic sentence patterns; analysis of sentence components; kinds and principles of punctuation; various processes of vocabulary building, and common mistakes in English.</p> <p><b>Writing:</b> identifying audiences, and purposes, generating ideas, organizing, planning, drafting, and finalizing. Principles of paragraph writing, paragraph structure and cohesion, development of ideas, and linking paragraphs together. Research proposal writing, report writing, its purposes and various forms, assignment writing, job application and CV writing.</p> <p><b>Reading:</b> academic reading and its importance; academic and its types, metacognitive skills in reading, SQ3R/4R method, and some myths of academic reading.</p> <p><b>Speaking:</b> spoken communication process and its different strategies, effective oral presentation, formal and informal conversation, and announcement.</p>		