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Course Name	English Language
Standard	Cambridge O level
Semester:	Spring 2021

INSTRUCTOR INFORMATION

1. Instructor Name:	Fateha Jahan Pasha
2. Course description	Cambridge O Level English Language 2021
3. Class Timing:	[REDACTED]
4. Instructor Phone:	[REDACTED]
5. Email Address:	[REDACTED]

LEARNING RESOURCES AND TEXTBOOK(S)

Text Book(s)

Author	Title	Edition & Year	Publisher	ISBN
Helen Toner, John Reynolds	Cambridge O Level English Language Course book	Second Edition (2016)	Cambridge University Press	9781107610804
(Available in copy center)	Course Pack			

CLASS ROOM RULES OF CONDUCT

1. Cellular phones should be “turned off”/“Silent mode” during the class.
2. Xxx

EXAMS, QUIZ, & MAKE UP POLICY

There will be several quizzes on the core text materials which are worth 15%. **Quiz may not be made up for any reason.** There will be three exams. Each exam carries 10-15% weight of the course works. All exams will be given over the designated class period. Exams will be a combination of true/false, multiple choice, and short answer questions related to assigned reading material. The exams must be taken at the scheduled times. **Exams may not be made up unless arrangements are made prior to the class period for which they are scheduled.** Additional guidelines are available from the Instructor's website and student compliance to these guidelines is mandatory.

Cell phones are prohibited in exam sessions.

ATTENDANCE POLICY

- : Attendance in the class is compulsory for the students and is strongly recommended.
- : No make-up/retake examination/ assignment will be allowed. Any missed presentations/ examinations /assignments will be considered as zero.

NOTE 1: The course plan is tentative and subject to change as the semester progresses; any change(s) will be communicated accordingly.

NOTE 2: Additional information will be posted on Google Classroom page.

Course Contents & Schedule

**CLASS SCHEDULE FOR
XXXX**

The following is a **TENTATIVE** schedule based on the semester's last published academic calendar, which may change as the semester progresses. Please read the material prior to attending the class where it will be discussed

Week #	Topic	Reading Assignment
1	Introduction to class, and course rules and structure.	
2	Directed Writing Letter Writing	Practice Question
3	Directed Writing Speech Writing	Practice Question

4	Directed Writing Report Writing	Practice Question
5	Directed Writing Article Writing	Practice Question
6	Composition Descriptive Essay	Practice Question
7	Composition Argumentative Essay	Practice Question
8	Composition Narrative Essay	Practice Question
9	Directed Writing Speech Writing	Practice Question
10	Revision: Classes 2-8	
11	Midterm Examination	

12	A factual text (or texts) of approximately 700 words. 1. Report(s)	Handouts
13	A factual text (or texts) of approximately 700 words. 2. Article(s)	Handouts
14	A factual text (or texts) of approximately 700 words. 3. Advertisement(s)	Handouts
15	A factual text (or texts) of approximately 700 words. 4. Email(s)	Handouts
16	A factual text (or texts) of approximately 700 words. 5. Letter(s)	Handouts
17	Revision: Classes 2-8	
18	Composition Descriptive Essay	Practice Question
19		

	Composition Argumentative Essay	
20	Composition Narrative Essay	Practice Question
21	Revision: Classes 2-8	
22	Midterm Examination	Syllabus: Coursework- Week1,2, 3
23	A factual text (or texts) of approximately 700 words. 6. Report(s)	Handouts
24	A factual text (or texts) of approximately 700 words. 7. Article)(s)	Handouts

Note: The instructor reserves the right to make changes to the syllabus if necessary.

