

**ALLAMA IQBAL OPEN UNIVERSITY, ISLAMABAD**  
**(Department of English Language and Applied Linguistics)**

Dear Students,

We welcome you to our Diploma in TEFL programme. This is basically a programme for teaching you how to teach English language to others. You might notice that a great deal of the course material is intended to improve your own English language skills and at the same time to acquaint you with the latest trends and strategies for handling these skills in the class rooms. The programme consists of eight courses and mandatory component of twelve days workshop.

The study package you receive for course 5659 should include the following study material:

1. The Language Skills-I- 5659 textbook(s)
2. Supplementary Reading Material (The Language Skills I & The Language Skills II)
3. Two assignments
4. Six assignment forms.

In case any item is missing, please contact.

**Mailing Section**  
**Allama Iqbal Open University**  
**Sector H-8, Islamabad.**  
**Ph: No. 051-9057611**

We hope you will enjoy and benefit from the course.

Good luck

Course Coordinator  
The Language Skills I- 5659

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**WARNING**

1. **PLAGIARISM OR HIRING OF GHOST WRITER(S) FOR SOLVING THE ASSIGNMENT(S) WILL DEBAR THE STUDENT FROM AWARD OF DEGREE/CERTIFICATE, IF FOUND AT ANY STAGE.**
2. **SUBMITTING ASSIGNMENTS BORROWED OR STOLEN FROM OTHER(S) AS ONE'S OWN WILL BE PENALIZED AS DEFINED IN "AIOU PLAGIARISM POLICY".**

**Course: The Language Skills-I**

**Course Code: 5659**

**Level: Dip TEFL**

**Semester: Autumn, 2013**

**Total Marks: 100**

**Pass Marks: 40**

**ASSIGNMENT No. 1**  
**(Units 1–9)**

1. Prepare two activities on each for the following reading sub-skills, implement them in an English language classroom, note your observations on a separate sheet and present it to your teacher for comments: (20)
  - i. Skimming
  - ii. Scanning
  - iii. Previewing
  - iv. Prediction
  - v. Anticipation
2. What do you understand by the term “Channels of Communication”? What is the importance of “Channels of Communication” in learning language skills? Write a detailed answer of about 500 (five hundred) words. (20)
3. Prepare a lesson plan based on speaking skills. Explain, how you will make it creative and innovative by using different AV aids to make it attractive for students to improve their involvement in activities. (20)
4. How would you explain Discrete Listening & Global Listening keeping in view the key difference between the two and explain why listening skills have not been given their due place in language classes? (20)
5. Elaborate the characteristics of a good dialogue. What steps are involved in presenting a dialogue in an English language classroom? How practice through drills can be beneficial for the students in the light of the above statement. (20)

## ASSIGNMENT No. 2

This assignment is a research project. You will be required to select a topic from the ones given below, conduct research and prepare a brief report on your findings in the given area. You will submit your research report to the tutor within the scheduled period and present the report in the 2<sup>nd</sup> Assignment Presentation Workshop which will be held soon after the classes. (Schedule / plan of the presentation workshop will be communicated by the tutor concerned or the Regional Director concerned)

The 2<sup>nd</sup> assignment carries 100 marks; 40 marks for the written report and 60 for the presentation. You need to pass both the components separately securing at least 16/40 in written assignment and 24/60 in presentation part. If you fail to obtain the required marks, you would be declared fail even if you have passed the written exam and other assignment of the course.

A few guidelines for the presentation and the written report:

- a) The written report should have an introduction, body and conclusion. It should be written in clear concise and correct English.
- b) It should be 5-8 double spaced typed / handwritten pages.
- c) The presentation will be assessed and evaluated mainly in:
  - i. Communication skills
  - ii. Language accuracy
  - iii. Language fluency
  - iv. Presentation style
- d) You may use transparencies charts or any other material to make your presentation impressive.

**Prepare your project on any one of the following topics. Your tutor will allot different questions to different students equally dividing them according to the number of the students. For example, in a class of 16 students, the same topic will not be assigned to more than four students.**

1. Select 20 students of secondary level to check their listening skills. Play a cassette to check their listening skills by giving them a listening task based on the recorded text, and record your observations. Now develop a lesson plan based on the above said five stages. After implementing the lesson in the above said manner, assess the students' listening again by giving them the task that you gave before teaching through the lesson plan. Record your observation again to see how the lesson plan has been helpful in developing their listening skills. Submit a report based on comparison of students' performance before and after the implementation of the lesson. Also attach the lesson plan with your report.
2. Prepare a questionnaire based upon different ideas regarding how to improve the situation with reference to teaching speaking skills. Select at least five teachers of English from government schools and five from private schools. Get your questionnaire filled and write a research report analyzing their responses. In the light of the data that you collect, write recommendations to improve the situation regarding teaching of speaking skills.

3. How will you teach speaking skills in a class in a way that aims at developing both fluency as well as accuracy? Select two groups of students of secondary level. Test their speaking skills by giving them an speaking activity and grade them according to their performance. Now, prepare two speaking skills lesson plans in the light of guidelines in Unit 5 in your book and teach speaking skills to one of the groups with the help of these lesson plans. Now check the performance of both groups and grade them in the same way as you did before teaching the lesson. Now see if there is a difference in performance of the experimental group (the group that was taught with the help of the lesson plan) and the control group (the one that was taught in traditional way). Present your findings in form of a report. Attach the lesson plans with the report.
  
4. Realia can be used in the language classroom to motivate the students. Select 10 subjects and use them in the classroom for developing language skills of the students through one lesson plan. Get feedback from the student on the effectiveness of the strategy. Write a report and attach lesson plan, feedback and photographs of the realia used.