

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

Dear Student:

We welcome you to our Diploma in TEFL programme. This is basically a programme for teaching you how to teach English language to others. However, 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 classroom. The programme consists of eight courses and a mandatory component of twelve days workshop.

The study package you receive should include the following study material of 5660 course:

1. The Language Skills-II, 5660
2. Supplementary Reading material (The Language Skills I & The Language Skills II)
3. Two assignments
4. Six assignments forms.

In case any item is missing, please contact.

**The 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-II (5660)

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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 (5660)**

**Level: Dip TEFL (5660)**

**Semester: Autumn, 2013**

**Total Marks: 100**

**Pass Marks: 40**

**ASSIGNMENT No. 1**

**(Units 1–9)**

- Q.1 What do you understand by the term “Communicative Writing”? How would you explain the four characteristics of “Communicative Writing”? State grounds to differentiate between the spoken language and written language. (10)
- Q.2 Define and explain the following three terms with each other: (10)
- i. Controlled writing
  - ii. Guided writing
  - iii. Free writing
- Q.3 Select two texts from English Newspaper(s) of your own choice having the characteristics of Descriptive and narrative writing in your opinion. Analyse those texts on the grounds discussed in your course book for Descriptive and narrative writing, proving or disproving the descriptive or narrative in nature. (20)
- Q.4 What different strategies can be adopted to improve the students’ writing? How can a teacher help his/her students by applying appropriate correction techniques in a language classroom? Discuss in detail. (20)
- Q.5 Controlled writing exercises aim to make it difficult for the student to make mistakes, guided writing means the teacher should be carefully guiding the students in their tasks, and free writing means enabling the students employ the linguistic resources they have with themselves and write freely. Prepare a lesson plan based on teaching of writing. Keep in mind the three stages of a writing lesson mentioned above. (20)
- Q.6 Teaching “Vocabulary” is an art. What techniques should a teacher use in classroom to teach vocabulary effectively? Explain with relevant examples. (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/plans 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 / 10 to 12 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 15 students, the same topic will not be assigned to more than three students.**

1. Prepare a lesson plan based on descriptive writing with the help of two articles from any English newspaper and implement it in a secondary level class. After getting the feedback from students with the help of questionnaire. Analyse the data obtained by questionnaire and write a brief report highlighting the key characteristics of your teaching techniques observed by the students. Attach all the filled in questionnaires of the student with the report.
2. Contact 30 (thirty) English language teachers from public or private sector institutions requesting them to share one vocabulary teaching technique with they apply the most in their classes. Analyse all the vocabulary teaching techniques critically and write a comprehensive report by arranging these techniques in a simple to complex sequence.

3. Select a group of students of secondary or intermediate level. Give them a task based on descriptive writing and judge their writing skills. Now, design a lesson plan to teach writing sub-skills. Your lesson may be based on any two different texts based on subjective and objective description that you will select for yourself. Now implement the lesson in the class. After teaching descriptive writing this way, give the students a task to describe a picture (you may display the picture in the class on a chart). Record any improvement that you observe in their writing skills and present your observation in form of a report. Also enclose the lesson plan with your written assignment.