



**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 audio cassettes
4. Two assignments
5. Six assignments forms.

In case any item is missing, please contact.

**The Mailing Section
Allama Iqbal Open University
Sector H-8, Islamabad.**

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".**

Programme: Dip TEFL (5660)
Total Marks: 100

Semester: Autumn, 2012
Pass Marks: 40

ASSIGNMENT No. 1
(Units 1–9)

- Q.1 What do you understand by the term writing? How do you think grammatical and functional meanings of language are different? Define the term “communicative writing” and explain its four characteristics. (20)
- Q.2 Descriptive writing is different from narrative writing in that whereas the former is about describing people, places and things, the latter deals with telling people about events. Write a detailed note explaining both kinds of writing. Select at least two examples of each kind of writing from an English newspaper and discuss them in your answer. (20)
- Q.3 Define and explain the following terms: (15)
- i. Controlled writing
 - ii. Guided writing
 - iii. Free writing
- Q.4 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.5 What are different ways and techniques that can be used for effective vocabulary teaching? Explain with the help of relevant examples. (10)
- Q.6 What different strategies in adopting appropriate correction techniques can we adopt to improve student’s writing? Explain the techniques as mentioned in unit 8 of your book. (15)

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 2nd 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 2nd 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. Descriptive Writing can be either subjective or objective. This means that description of anything could be based on your opinion and may reflect our attitude to the people, place/things we describe and may be based on objective facts.

Select a group of students of secondary level or above. Give them a task based on descriptive writing and judge their writing skills. Now, design a lesson plan to teach this writing sub-skill. 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.

2. Teaching vocabulary can be a very challenging as well as interesting task. Do you think our text books employ all or at least some of the techniques mentioned in Unit 4 & 5 of your book? Design a questionnaire and get opinion of at least ten teachers from government or private schools who teach English subject. Write a report quantitatively analyzing the feedback you receive. In the light of the feedback, give suggestions / recommendations to improve the situation with reference to teaching of vocabulary. Enclose the filled questionnaires with your assignments.

3. Prepare a lesson plan based on the discussion / recommendations give in Unit 6 of your book. Implement the lesson in your classroom. After teaching the lesson, get students' feedback with the help of a questionnaire. Whereas you will get the questionnaire filled by the class that you have taught, also get feedback of any two of English teachers from your/nearby school in form of an interview, regarding the teaching techniques that you used in your classroom. Analyse the feedback received both from the students and the teachers and submit it as your second assignment. Enclose the questionnaire filled by the students.