Instructor Profile
mahwishfatima88@gmail.com

Mahwish Fatima is currently pursuing her Masters in Business Administration from the Institute of Business Management (IoBM). Having a sound finance background with her CA in progress, she has a strong hold on a number of academic subjects.

Her forte is English Language which has been immensely contributing to her overall academic performance as well. She has to her credit numerous articles in Dawn Newspaper, blogs and is also a holder of the PSTC (Presentation Skills Training Certificate) with an A grade, issued by ICAP.

Mahwish’s interest in teaching reflects in her past record of tutoring students of all levels, especially for English Language and related subjects. She has also been a substitute teacher at Beaconhouse School System. With a flair for teaching, it comes to her naturally that she not only ensures deep learning but instills concepts in a way, that they can never be forgotten.

Course Description:
The course will follow the Basic English curriculum but will be made extensive with selected areas of Business English and Business Communication as well. The course is directed towards developing a concrete English base for students. It will be a mix of Functional English and will gradually advance into covering the major areas of Business Communication. The primary objective is to improve the basic skills students already possess by addressing common problems they face, and also equip them with more skills which enhance their reading and writing while preparing them for communication rules prevalent in the corporate world.

Learning Outcomes:
At the end of the course, the students will be able to:
- Communicate effectively orally and in writing
- Construct meaningful sentences
- Identify the common usage errors
- Deliver speeches and presentations smoothly
- Improve their vocabulary
- Build a comprehensive approach towards reading and analyzing long passages
- Better attempt comprehension questions
- Develop understanding of Business Communication
- Understand the Communication process
- Use prescribed styles of writing matching business situations
**Teaching Methodology:**
Teaching practices shall encompass introductory lectures, interactive sessions, group activities, experiential learning, tests and assignments along with creating an environment conducive to proactive and dynamic teaching and learning, both. The students will be encouraged to practice thoroughly to ensure concepts being understood, by one and all, at the grass root level.

**Course Duration:**
Duration: 6 weeks with 3 (2 hours) classes per week, IBA City Campus.
Dates: July 1, 2014 – August 16, 2014
Days: Tuesday, Wednesday and Thursday
Time: 01:00pm-03:00pm