**ENGLISH II (COMMUNICATION SKILLS)**

**Credit Hrs 3+0**

**Objectives:** Enable the students to meet their real life communication needs.

**Course Contents:**

**Paragraph writing**

Practice in writing a good, unified and coherent paragraph

**Essay writing**

Introduction

**CV and job application**

Translation skills

Urdu to English

**Study skills**

Skimming and scanning, intensive and extensive, and speed reading, summary and précis writing and comprehension

**Academic skills**

Letter/memo writing, minutes of meetings, use of library and internet

**Presentation skills**

Personality development (emphasis on content, style and pronunciation)

*Note: documentaries to be shown for discussion and review*

**RECOMMENDED BOOKS:**

**Communication Skills**

a) Grammar

1. Practical English Grammar by A.J. Thomson and A.V. Martinet. Exercises 2. Third edition. Oxford University Press 1986. ISBN 0 19 431350 6.

b) Writing

1. Writing. Intermediate by Marie-Christine Boutin, Suzanne Brinand and Francoise Grellet. Oxford Supplementary Skills. Fourth Impression 1993. ISBN 019 435405 7 Pages 45-53 (note taking).
2. Writing.Upper-Intermediate by Rob Nolasco. Oxford Supplementary Skills. Fourth Impression 1992. ISBN 0 19 435406 5 (particularly good for writing memos, introduction to presentations, descriptive and argumentative writing).

c) Reading

1. Reading. Advanced. Brian Tomlinson and Rod Ellis. Oxford Supplementary Skills. Third Impression 1991. ISBN 0 19 453403 0.

2. Reading and Study Skills by John Langan

1. Study Skills by Richard York.