

Code: ENG-212

Title: Advanced Reading and Writing Skills

Credit Hours: 03

Objectives:

After studying this course the students are expected to properly write Curriculum Vitae and covering letter. It will also enable them to critically evaluate English prose. They will also be able to give successful interview.

Course Contents

Professional Correspondence

CV and covering letter

Follow up messages after the job interview

Recommended Reading

Herta A. Murphy, *Effective Business Communication*, 7th edition (2009), New Delhi: Tata McGraw Hill Publishing Company Ltd., pp. 504-529, 540- 548.

Advanced Reading and Comprehension II

The students are required to read the given prose critically and answer the Questions.

Recommended Reading

B. Axelrod Rise and Charles R. Cooper, *The St. Martin's Guide to Writing*, New York: St. Martin's Press, 1985, pp. 146-147, 152-155, 158-172.

Job Interviews

The students should learn to handle job interviews through "mock interview".

Recommended Reading

Herta A. Murphy, *Effective Business Communication*, 7th edition (2009), New Delhi: Tata McGraw Hill Publishing Company Ltd., pp. 539-549.

Essay Writing

The students should be able to compose essays of 4 to 6 paragraphs relying on what they have learnt in the previous semesters about paragraph writing. Word limit about 500 words.

Vocabulary Building Skills

Word Root Method Unit 12-17, pp. 116-131

Recommended Books:

- Muhammad Idrees, *Guide for GAT General Test: Smart Brain GRE (General, Local)*, 2010-2011 edition, Lahore: Dogar Brothers Publishers, 2010