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## **Course Contents**

### **Presentation skills**

#### **Essay writing**

Descriptive, narrative, discursive, argumentative

#### **Academic writing**

How to write a proposal for research paper/term paper?

How to write a research paper/term paper (emphasis on style, content, language, form, clarity, consistency)

#### **Technical Report writing**

#### **Progress report writing**

Note: Extensive reading is required for vocabulary building

### **Recommended Books:**

Technical Writing and Presentation Skills

#### **a) Essay Writing and Academic Writing**

- Writing. Advanced by Ron White. Oxford Supplementary Skills. Third Impression 1992. ISBN 0 19 435407 3 (particularly suitable for discursive, descriptive, argumentative and report writing).
- College Writing Skills by John Langan. Mc=Graw-Hill Higher Education. 2004.
- Patterns of College Writing (4th edition) by Laurie G. Kirszner and Stephen R. Mandell. St. Martin's Press.

#### **b) Presentation Skills**

#### **c) Reading**

- The Mercury Reader. A Custom Publication. Compiled by norther Illinois University. General Editors: Janice Neulib; Kathleen Shine Cain; Stephen Ruffus and Maurice Scharon. (A reader which will give students exposure to the best of twentieth century literature, without taxing the taste of engineering students).

**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

**Code: SOC-111**

**Title: Introduction to Sociology**

**Credit Hours: 03**

**Objectives:**

The objective of this course is to introduce the students with the fundamentals of the subject of Sociology