

BS Geography 4 Years Programme, University of the Punjab, Lahore

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**

BS Geography w.e.f. Academic Session 2018-2022 and onward

- Personality development (emphasis on content, style and pronunciation) Note: documentaries to be shown for discussion and review

Recommended Books:**Communication Skills****a) Grammar**

1. Thomson, A. J. & Martinet, A. V. (1986) Practical English Grammar, Exercises 2., Third edition, Oxford University Press, ISBN 0 19 431350 6.

b) Writing

2. Boutin, M. C., Brinand, S. & Grellet, F., (1993) Writing. Intermediate, Oxford Supplementary Skills, Fourth Impression, ISBN 019 435405 7 Pages 45-53 (note taking). Nolasco, R. (1992) Writing. Upper-Intermediate, Oxford Supplementary Skills. Fourth Impression, ISBN 0 19 435406 5 (particularly good for writing memos, introduction to presentations, descriptive and argumentative writing).

c) Reading

3. Tomlinson, B. & Ellis R., (1991) Oxford Supplementary Skills. Third Impression, ISBN 0194534030.