

# COMMUNICATION SKILLS OF ENGLISH

(3+0 Cr. Hr.)

## COURSE OBJECTIVES

The main objective of this course is to help the students in improve their spoken English skills to enable them to communicate more effectively in English and it will enable the students to meet their real-life communication needs.

## COURSE CONTENTS:

- i. **Paragraph writing**
  - a. Practice in writing a good, unified and coherent paragraph
- ii. **Essay writing**
  - a. Introduction
- iii. **CV and job application**
  - a. Translation skills
  - b. Urdu to English
- iv. **Study skills**
  - a. Skimming and scanning, intensive and extensive, and speed reading, summary and précis writing and comprehension
- v. **Academic skills**
  - a. Letter/memo writing, minutes of meetings, use of library and internet
- vi. **Presentation skills**
  - a. Personality development (emphasis on content, style and pronunciation)

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

## RECOMMENDED BOOKS

1. Nelson, G., & Greenbaum, S. (2015). *An introduction to English grammar*. Routledge.
2. Drotner, K., & Schrøder, K. C. (2014). *Museum communication and social media: The connected museum*. Routledge.
3. Basturkmen, H. (Ed.). (2015). *English for academic purposes*. Routledge.
4. Pennycook, A. (2017). *The cultural politics of English as an international language*. Routledge.
5. McKay, S. L., & Bokhorst-Heng, W. D. (2017). *International English in its sociolinguistic contexts: Towards a socially sensitive EIL pedagogy*. Routledge.