

# ENGLISH AS OFFICIAL LANGUAGE

(3+0 Cr. Hr.)

## COURSE OBJECTIVES

To enhance language skills and develop official activities / operations based in English Language. Student will be able to speak and write with correction, fluidity and communicative efficiency in both general and professional environments.

## COURSE CONTENTS:

- i. **Professional Correspondence**
  - a. CV Writing
  - b. Covering Letter Writing
  - c. Application Writing
  - d. Follow up correspondence after Job Interview and other activities
- ii. **Advanced reading and Comprehension**
- iii. **Job Interview and verbal official communication practices**
- iv. **Essay Writing**
- v. **Vocabulary Building Skills**
- vi. **Translation from Urdu to English**
- vii. **Summary Writing**

## RECOMMENDED BOOKS

1. Benson, P., & Voller, P. (2014). *Autonomy and independence in language learning*. Routledge.
2. Yule, G. (2015). *Oxford Practice Grammar Advanced*. Oxford University Press.
3. Nelson, G., & Greenbaum, S. (2015). *An introduction to English grammar*. Routledge.
4. Jin, L., & Cortazzi, M. (2018). Use of the First Language. *The TESOL Encyclopedia of English Language Teaching*, 1-7.
5. Al-Jarf, R. (2017). What EFL teachers should know about online grammar tasks. In *Asian English Language Classrooms*(pp. 113-130). Routledge.
6. Fenn, P., & Schwab, G. (2017). *Introducing English Syntax: A Basic Guide for Students of English*. Routledge.