

**Semester-III**  
**ENGLISH-III (COMMUNICATION SKILLS)**  
**CREDIT HOURS: 3**

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**1. FORMAL LETTERS**

- The students are expected to be proficient in formal letter writing like Letters to the editor, public officials (WAPDA, WASA etc.)

**2. ADVANCED READING AND COMPREHENSION I**

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

**Recommended Book:**

The St. Martin's Guide to Writing by Rise B. Axelrod, Charles R. Cooper. Pub. St. Martin's Press, 1988. (Page 18-19, 26-34, 49-55, 66-67, 77-80, 88-94, 104-105, 110-115, 129-137)

**3. ORAL PRESENTATIONS**

- Strategies for oral presentation.
- The students must learn how to give oral presentations and they should be able to give formal presentations.

**Recommended Book:**

Effective Business Communications, 7<sup>th</sup> Edition by Herta A. Murphy, Herbert W. Hildebrandt, Jane P. Thomas. Pub. Tata McGraw-Hill Publishing Company Limited, New Delhi, 2009. (Page 384-399)

**4. CONNECTED PARAGRAPH WRITING AND PICTURE DESCRIPTION**

- The students are required to practice paragraph writing with an emphasis on Topic sentence and Supporting sentences. The students are supposed to write **at least 3** connected paragraphs on a single theme (word limit: 350 words).
- The students are required to learn how to analyze and describe pictures in correct English.

**Recommended Book:**

Paragraph Development: A Guide for Students of English as a Second Language by Martin L. Arnaudet, Mary Ellen Barrett. Pub. Prentice Hall College Div. 1981 (Page 179-185)

**5. VOCABULARY BUILDING SKILLS**

WORD ROOT METHOD Unit 7-11. Page No. 103-116.

Evaluation Criteria

Examination	Type	Marks
Internal Examination	Sessional Work	15%
	Mid-Semester	25%
External Examination	Final Semester	60%

**Recommended Book:**

Guide for GAT General Test. SMART BRAIN. GRE (General, Local) by Muhammad Idrees. Pub: Dogar Brothers. 2010-2011 edition.