

Code	Subject Title	Cr. Hrs	Semester
ENG-213	English-III (Communication Skills)	3	III
Year	Discipline		
2	Botany, Zoology, Mathematics-I,II, Statistics-I,II,III, Chemistry-I,II, Applied Psychology, Economics, Sociology & Sociocultural Studies, Social Work, Political Science, Physics, Mass Communication, Islamic Education, History, Education (Secondary), Urdu, Education (Elementary)		

Formal Letters

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

Advanced Reading and Comprehension I

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

Recommended Reading:

Rise. B. Axelrod. and Cooper, Charles R. *The St. Martin's Guide to Writing* New York: St. Martin's Press, 1985.

(Page 18-19, 26-34, 49-55, 66-67, 77-80, 88-94, 104-105, 110-115, 129-137).

Oral Presentations

The students must be taught strategies for oral presentations. This will prepare them for formal presentations. In order to make them proficient, the teacher should assign them presentations in class.

Recommended Reading:

Murphy, Herta A. *Effective Business Communication*. 7th Ed. New Delhi: Tata McGraw-Hill Publishing Company Limited, 2009. (Page 384-399).

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 Reading:

Arnaudet, Martin L. and Barrett, Mary Ellen. *Paragraph Development: A Guide for Students of English as a Second Language*. Prentice-Hall, Englewood Cliff, N.J., 1981. (Page 179-185).

Vocabulary Building Skills

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

Recommended Reading:

Idrees, Muhammad. *Guide for GAT General Test. Smart Brain GRE (General, Local)*. 2010-2011 ed. Lahore: Dogar Brother Publishers, 2010.