

Code	Subject Title	Cr. Hrs	Semester
ENG-214	English-IV (English for Practical Aims)	3	IV
Year	Discipline		
2	Botany, Zoology, Mathematics-I,II, Statistics-I,II,III, Chemistry-I,II, Applied Psychology, Economics, Social Work, Political Science, Physics, Mass Communication, Islamic Education, History, Education (Secondary), Urdu, Education (Elementary)		

### **Professional Correspondence**

CV and covering letter.

Follow up messages after the job interview.

### **Recommended Reading:**

Murphy, Herta A. *Effective Business Communication*. 7th Ed. New Delhi: Tata McGraw-Hill Publishing Company Limited, 2009 (Page 504-529, 540-548).

### **Advanced Reading and Comprehension II**

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 146-147, 152-155, 158-172).

### **Job Interviews**

The students should learn to handle job interviews through “mock interviews”.

### **Recommended Reading:**

Murphy, Herta A. *Effective Business Communication*. 7th Ed. New Delhi: Tata McGraw-Hill Publishing Company Limited, 2009. (Page 539-539).

### **Essay Writing**

The students should be able to compose essays of 4 to 6 paragraphs relying on what they have learnt in the previous semesters about paragraph writing. (Word Limit about 500 words).

### **Vocabulary Building Skills**

WORD ROOT METHOD Unit 12-17. Page No. 116-131.

### **Recommended Reading:**

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