



Code	Subject Title	Cr. Hrs	Semester
ENG-201	English-III (Advance Communication Skills)	3	III
Year	Discipline		
2	English		

Aims:

To enable the students to meet their real life communication needs

Contents:

- Oral presentation skills (prepared and unprepared talks)
- Preparing for interviews (scholarship, job, placement for internship, etc.)
- Writing formal letters
- Writing different kinds of applications (leave, job, complaint, etc.)
- Preparing a Curriculum Vitae (CV), (bio-data) etc.
- Writing short reports

Recommended Readings:

1. Kaye, Ellen, K. *Maximize Your Presentation Skills: How to Speak, Look and Act on Your Way to the Top*. NewYork: Crown Publishing Group, 2002.
2. Owen, Hargie. ed. *Hand Book of Communications Skills*. Sussex: Routledge, 2006.
3. Mandel, Steve. *Effective Presentation Skills: A Practical Guide For Better Speaking (Fifty Minute Series)*. USA: Crisp Publication, 1999.
4. Powell, Mark. *Presenting in English*. Butch: Language Teaching Publications) USA: Thomson Heinle, 2003.