

|                    |                   |               |                 |
|--------------------|-------------------|---------------|-----------------|
| <b>Semester-II</b> | <b>English-II</b> | <b>PS 111</b> | <b>3 Cr Hrs</b> |
|--------------------|-------------------|---------------|-----------------|

## **English II (Communication Skills)**

**Objectives:** Enable the students to meet their real life communication needs.

### **Course Contents**

#### **Paragraph writing**

Practice in writing a good, unified and coherent paragraph

#### **Essay writing**

Introduction

#### **CV and job application**

Translation skills Urdu to English

#### **Study skills**

Skimming and scanning, intensive and extensive, and speed reading, summary and précis writing and comprehension.

#### **Academic skills**

Letter/memo writing, minutes of meetings, use of library and internet

#### **Presentation skills**

Personality development (emphasis on content, style and pronunciation)

*Note: documentaries to be shown for discussion and review*

### **Recommended books:**

#### **Communication Skills**

##### a) **Grammar**

1. Practical English Grammar by A.J. Thomson and A.V. Martinet. Exercises 2. Third edition. Oxford University Press 1986. ISBN 0 19 431350 6.

##### b) **Writing**

1. Writing. Intermediate by Marie-Christine Boutin, Suzanne Brinand and Françoise Grellet. Oxford Supplementary Skills. Fourth Impression 1993. ISBN 0 19 435405 7 Pages 45-53 (note taking).
2. Writing. Upper-Intermediate by Rob Nolasco. Oxford Supplementary Skills. Fourth Impression 1992. ISBN 0 194354065  
(particularly good for writing memos, introduction to presentations, descriptive and argumentative writing).

##### c) **Reading**

1. Reading. Advanced. Brian Tomlinson and Rod Ellis. Oxford Supplementary Skills. Third Impression 1991. ISBN 0 19 4534030.
2. Reading and Study Skills by John Langan
3. Study Skills by Richard Yorke.