

<b>Semester-IV</b>	<b>English-IV</b>	<b>PS 211</b>	<b>03 Cr. Hrs.</b>
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### **Professional Correspondence**

- CV and covering letter.
- Follow up messages after the job interview.

### **Recommended Reading:**

Murphy, Herta A. *Effective Business Communication*. 7<sup>th</sup> 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*. 7<sup>th</sup> Edition 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 whatthey 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.