

## **English 2 (Communication Skills)**

**Objective:** enable the students to meet their real life communication needs

### **Course Contents**

#### **Mids:-**

1. What are Communication Skills
2. Précis writing (comprehension, summary)
3. Reading Techniques (skimming, scanning, intensive, extensive, speed reading)
4. Paragraph writing/ Introduction to an Essay
5. CV writing

#### **Finals:-**

1. Letters
2. Memos
3. Minutes of Meeting
4. Tenses (translation skills)
5. Conditionals (study skills)

### **Books Recommended**

1. Practice English Grammar by Thomson and Martinet
2. Study Skills by Richard Yorky
3. Writing. Upper Intermediate by Rob Nolasco