

Web Address/ URL for the practice exercises, slides, videos explaining the lectures.

<https://www.slideshare.net/mobile/nosheenalmas1/paragrah-writing> (paragraphs)

<https://www.slideshare.net/mobile/AyeshaMaqsood2/precis-writing-44872181> (précis)

<https://youtu.be/aKfZTXh3kco> (tenses/ forms of verbs)

<https://www.slideshare.net/mobile/alihasan1993/lecture-4-minutes-of-meeting> (meeting minutes)

https://www.englisch-hilfen.de/en/exercises/if_clauses/mix3.htm (conditionals)

<https://www.slideshare.net/mobile/groupseven4/letters-memos-presentation> (letters & memos)