**Course Instructor: Department:**

**Muhammad Nauman Majeed UCA&D**

**Semester III**

**Course Outline**

**ENGLISH III: COMMUNICATION SKILLS**

**Aims & Objectives:**

To enable the students to meet their real life communication needs

**Contents:**

* Communication
* Forms of communication
* Active Listening Skills
* Barriers to Communication
* 7C’s of Communication
* Models
* 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)

**Resources**

* Prescribed Books
* Web journals
* Electronic media
* Internet & authentic material

**Recommended Readings:**

1. Ellen, K. 2002. *Maximize Your Presentation Skills: How to Speak, Look*

*and Act on Your Way to the Top*

2. Hargie, O. (ed.) *Hand book of Communications Skills*

3. Mandel, S. 2000. *Effective Presentation Skills: A Practical Guide Better*

*Speaking*