**Advance Editing**

**Objectives:**

This course aims at introducing the students with different kinds of writings, to acquaint them about writing techniques and to develop their writing skills for different media.

**Contents:**

1. **Effective writing** (consistency, unity, coherence and compactness)

* Writing effective sentences
* Paragraph writing,
* Kinds and principles (inductive and deductive patterns of paragraph.

1. **Block paragraphing**

* Longer composition – Essay writing, précis writing
* Report writing: structure; techniques; documentation; words economy.

1. **Reporting skills** 
   * Observation
   * Looking for stories
   * Back ground research.

**Books Recommended:**

1. Baumgardner, Dr.R. (1991).*English in Pakistan.* Karachi: Oxford University Press.
2. Eugene, Elrich. (1992).*Theory and Problems of Punctuation, Capitalization and Spellings.* 2nded.New York: McGraw Hills.
3. Hartley .B. (1982). *Streamline English*.Oxford: Oxford University Press.
4. Hicks, Whynford.(1993). *English for Journalism*. Ist ed. NewYork:Rouledge.
5. Hornby, S.A. (1989).*Oxford Advanced Learners Dictionary*. Oxford: Oxford University Press.
6. Hutchinson T. (1985). *Project English.* Oxford: Oxford University Press.
7. Swan M., Practical English Usage, O.U.P. 1980
8. Hornby S.A,. Oxford Advanced Learners Dictionary O.U.P. 1989
9. Thomson J.A. Martinet, a Practical English Grammar, O.U.P. 1960
10. Thomson and Martinet, A Practical English Grammar, OUP, 1990
11. Chan &Lutovich, Janis Fisher, Diane, Professional Writing Skills
12. Murphy, Advanced Grammar in Use, Cambridge University Press.