

The Islamia University of Bahawalpur

Department of English

BA Hons (Semester: 1)

Paper: Advanced Reading and Writing Skills

### **Topics**

#### **Mid**

Reading Skills

Precis Writing

Communication Skills

Letters and Applications

#### **Final**

Essay Writing

Research Methodology

Creative Writing

### **Suggested Reading**

Murphy, Herta A., *Effective Business Communication* (New York, the McGraw Hill, 2001)

Wall, Amy, *Critical Reading* (London: Penguin, 2005)

Williams, Phil, *Advanced Writing Skills* (Brighton: English Lessons, 2018)