

**2nd SEMESTER
GENERIC ELECTIVE**

ENG220G1: COMMUNICATION SKILLS II

CREDITS: THEORY: 4, TUTORIAL: 2

CONTENTS: THEORY (4 CREDITS)

Unit I:

Effective Reading: Need/ Basic Steps/ Methods

Unit II:

Writing Skills: Condensation/ Note Making/ Paragraph Writing/ Essay Writing

Unit III:

E-mail Writing: Some Common Pitfalls, Guiding Principles for Composition, Maintaining
Common
Etiquette

Unit IV:

Editing and Proofreading: Significance of Editing/Steps; Proofreading a Document: Standard
Proofreading Symbols

TUTORIAL (2 CREDITS)

BASED ON ALL THE ABOVE 4 UNITS