

BELH-0004: English for Professional Purposes- II

Semester: IV: Module 2

EPP- II (BELH 0004)		
S No	Communication Skills	Hours
	Module II	
	Topic	
1	Formality and Persuasiveness	2
2	Meetings: Agenda, Minutes, and Resolution	1
3	Cover Letter, Covering Email, and Résumé	3
4	Pre-interview Skills	2
5	Mock Interview	4
6	Revision (Module 1 & 2)	2
	TOTAL	14

EPP- II (BELH0004)		
S No	Verbal Ability	Hours
	Module II	
	Topic	
1	Jumbled Paragraph	2
2	Narration	4
3	Modifiers (Misplaced and Dangling)	2
4	QBL (Module 1 & 2)	2
	TOTAL	10