Syllabus for Unit 4 & 5

1. Writing an advertisement

2. Email writing

3. Workplace Etiquette

4. Work ethics

5. Notice, Agenda and Minutes of the meeting

6. Report Writing (feasibility ,Survey, Investigative)

7. Job Application and Resume

8. Reading comprehension

9.Writing an outline of a particular topic

10.Plagiarism

11. Note – Making

12. Paraphrasing

13. Checklist

14. Instructions

15. Proposal writing

16.Writing a project on a given topic.

17. Presentation Techniques

18.Group Discussion