

Semester 5
(2 Credit Course)

Unit 1

- **Play:** Rokeya Sakhawat Hossain: *Sultana's Dream*

Unit 2

Professional Skills:

- Letter Writing: The seven Cs of Letter Writing, Structure, Layout, Planning a Letter. Types of a Formal Letter: Business Letter-- Placement Letter, Supply/Order Letter, Cover Letter.
- Resume/CV and Email Writing: Style, Structure, Content and Etiquette.
- Presentation: Planning a Presentation, Modes of Delivering a Presentation, Guidelines for Effective Presentation.

Tutorial:

- *Prepare a **power point presentation** on following topics:*
 - I. Environmental Issues*
 - II. Fall outs of Virtual Reality*
- *Develop your **resume** for a seeking a job after graduation.*
- *Discuss main themes in **Sultana's Dream***
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Books Recommended:

- *A Feminist Foremother: Critical Essays on Rokeya Sakhawat Hossain*, Edited by Mohammad A. Quayum and Md. Mahmudul Hassan, Published by Orient BlackSwan.
- *Technical Communication: Principles and Practice*. Edited by Meenakshi Raman and Sangeeta Sharma, OUP.