



Parul University
Faculty of Engineering and Technology
Parul Institute of Engineering and
Technology
CDC Department

Subject Name	Professional Grooming and Personality Development	A.Y	2025-26
Subject Code	303193252	Semester	4
Reference Books			
SR. NO.	Book Name		
1.	Business Correspondence and Report Writing SHARMA, R. AND MOHAN, K.		
2.	Communication Skills- Kumar S and Lata P; New Delhi Oxford University Press		
3.	3. Practical English Usage -MICHAEL SWAN		
4.	4. A Remedial English Grammar for Foreign Student- F.T. WOOD		
5.	5. On Writing Well-William Zinsser; Harper Paperbacks,2006; 30th anniversary edition		
6.	6. Oxford Practice Grammar,John Eastwood; Oxford University Press		