

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