



UNIVERSITY LAW COLLEGE
UNIVERSITY OF THE PUNJAB

COURSE OUTLINE

Course Name: Communication Skills

Course Code: Law 317

Faculty:	Faculty of Law
Credit hours:	2 Cr. H
Course level:	05 Years B.A. LL.B (Hons.) Program
College/Department:	Punjab University Law College, University of the Punjab, New Campus, Lahore

CONTENT SUMMARY

First Semester:

1. Parts of Speech
2. Language skills development through the Use of 'it', 'there', 'Is', 'am', 'are', 'was', 'were', 'has', 'have', 'had', 'will have', 'shall have', 'is to', 'am to', 'are to', 'was to', 'were to', 'can', 'could', 'would', 'should', 'may', 'might', 'as if', 'had better', 'unless/until', 'although—yet', 'no sooner did', 'hardly—when', 'as soon as', 'as long as', 'even though', 'in spite of/despite', 'provided that', 'used to', 'would rather', 'high time', 'let', 'lest' etc.
3. Report writing
4. C.V Making
5. Job Interviews
6. Oral presentation
7. Non-Verbal Communication
8. Skill development in Speaking English

Please note: The contents/ schedule may be varied at the discretion of the course convenor to give a greater or lesser degree of emphasis to a particular topic.

PRESCRIBED TEXTS

Text Books:

1. Quirk Randolph and Greenbaum Sidney: University Grammar of English. London: Longman Group Limited.
2. Graver D.B. Advanced English Practice. Hong Kong: Oxford University Press, 1989.
3. Alexander G.L. Longman English Grammar Practice. London: Longman Group Limited.
4. Allsop Jake. Casell's Student's English Grammar. London: Cassel Publisher Ltd., 1983
5. Quirk Randolph and Greenbaum Sidney. A Student's Grammar of The English Language. New Delhi: Pearson Education, Ltd., 2008.
6. Murphy Raymond. Intermediate English Grammar. New Delhi: Cambridge University, 1994
7. Swan Michael. Practical English Usage. Hong Kong: Oxford University Press, 1980.
8. Lewis Norman. Word Power Made Easy. Blooms Barry Publishing Company, 1949.
9. Robinson Adam. Word Smart. New York. Villard Books. 1988.
10. Mohan Terry et al. Communicating! Theory and Practice. Australia: Thomson, 1997