

B. A. Part One

Paper II Advanced Reading and Writing Skills

Block One	Unit 1	Sound Patterns
	Unit 2	Simile and Metaphor
	Unit 3	Irony, Paradox, Antithesis
	Unit 4	Allegory, Symbol, Imagery
Block Two	Unit 5	Use of Phrasal Verbs
	Unit 6	Appropriateness
	Unit 7	Politeness
	Unit 8	Requests, Offers, Invitations and Refusals
Block Three	Unit 9	Basics of Essay Writing
	Unit 10	Essay Writing and Varieties of Essays
	Unit 11	Narrative Composition
	Unit 12	Argumentative Composition
	Unit 13	Descriptive Composition
Block Four	Unit 14	Introduction to Official and Business Writing
	Unit 15	Writing of Summaries and Expansion of Ideas
	Unit 16	Note Taking and Reports
	Unit 17	Minutes, Memorandum and Agenda
	Units 18	Job Application and Resume
	Unit 19	Correspondences