

ENGLISH WRITING SKILLS

The course will introduce students to specific skills of written communication that are expected to enhance their scope for employability.

Learning Objectives:

- To understand principles of effective writing
- To develop an understanding of the logical and cohesive features of the writing process
- To express ideas with clarity in writing
- To learn the art of effective sentence and paragraph construction, drafting and revising
- To train students in writing for various purposes

Learning Outcomes: On the completion of this course the students will be able to-

- Understand the principles and features of effective writing skills
- Expand vocabulary for written communication
- Compose letters and e-mails
- Develop skills of note-making
- Write paragraphs, reports, summaries and assignments

Evaluation Scheme & Distribution of Marks

Max. Marks 100

• Use of Idioms and Phrases	-	10
• Summary writing	-	15
• Paragraph/story writing (about 200 words)	-	15
• Letter writing/ E-mail	-	10
• Job application/ CV	-	10
• Report writing	-	15
• Essay writing	-	15
• Book Review	-	10

Prescribed Text:

Composition and Writing Skills,

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