

SYLLABUS (CBCS as per NEP-2020) for F.Y.B.A
(w. e. from June 2023)

Name of the Programme	: B.A.English
Programme Code	: UAENG
Class	: F.Y.B.A.
Semester	: I
Course Type	: Skill Enhancement Course (SEC-Theory)
Course Code	: ENG-126-SEC
Course Title	: Writing Skills in English – II
No. of Credits	: 02
No. of Teaching Hours	: 30

A) Course Objectives:

1. To focus on the writing skill.
2. To develop writing skill for practical purposes.
3. To give insights into writing of letter and reports among other things.
4. To provide basic principles of good writing.
5. To equip students with skills of looking for errors in writing and help them to correct errors.
6. To acquaint students with the importance of written communication.
7. To acquaint students with planning and outlining, editing, spelling and grammar and organization.

B) Course Outcomes:

1. This course will take students into the most formal of all writing.
2. It will enable students to spot mistakes and do their own editing.
3. It will sharpen the basics principles of writing of students.
4. It will equip students with writing job applications, and basics of letter writing.
5. It will introduce students with the professional writing practices.
6. It will help students to organize their ideas coherently.
7. It will develop descriptive and analytical skills of students based on verbal inputs.

Topics/ Contents

Unit-1: Basic Principles of Writing (10 lectures)

- 1.1.Importance of Writing Skill
- 1.2.Organization of Writing
- 1.3.Cohesion, Transition and Conclusion
- 1.4.Accuracy and Clarity

Unit-2: Writing for Practical Purposes (10 lectures)

- 2.1. Writing Job Applications
- 2.2. The CV
- 2.3. Letter Writing
- 2.4. Report Writing

Unit-3: Professional Writing (10 lectures)

- 3.1. Digital Writing
- 3.2. Email writing
- 3.3. Advertisement Writing
- 3.4. Poster Making

References:

1. Arora, V.N. and Lakshmi Chandra. Improve Your Writing. 1981. New Delhi: Oxford UP, 2001.
2. Baker, Sheridan. The Practical Stylist. New York: Longman-Addison, 1998.
3. Millward, Celia M. Handbook for Writers. New York: Holt, 1979.
4. Sutcliffe, Andrea J. The New York Public Library Writers' Guide to Style and Usage. New Delhi: Macmillan, 1999.
5. Seely, John. The Oxford Guide to Writing and Speaking. New Delhi: Oxford UP, 2002.

Mapping of Programme Outcomes with Course Outcomes

Class: FYBA (SEM II)

Subject: English

Course: Writing Skills in English – II

Course Code: ENG-126-SEC

Weightage: 1= weak or low relation, 2= moderate or partial relation, 3= strong or direct relation

	Programme Outcomes (Pos)							
Course Outcomes	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8

CO1	2			3				
CO2					2			2
CO3				3		2		
CO4				3	3			
CO5	2				2			
CO6	2							2
CO7				2				2

Justification for the mapping

PO1: Research-Related Skills

CO1: This course will take students into the most formal of all writing, thus, enabling them to acquire the basic skills to go through any research writing in the future.

CO5: The syllabus will introduce students with the professional writing practices, thus, transmitting them with research-related skills.

CO6: The course will help students to organize their ideas coherently while they learn to write coherently and with precision, thus, girding them with research-related skills.

PO4: Disciplinary Knowledge

CO1: This course will lead the students into very formal writing, thus, imparting much required disciplinary knowledge that they need the most.

CO3: The course will sharpen the basic principles of writing of students, thus, definitely increasing the knowledge of the discipline.

CO4: The syllabus will equip students with writing job applications, and basics of letter writing, thus, imparting disciplinary knowledge.

CO7: The course will develop descriptive and analytical skills of students based on verbal inputs, which is a huge part of the disciplinary knowledge.

PO5: Personal and Professional Competence

CO2: Learning writing skills will enable the students to spot mistakes in writing and do editing by themselves, thus, transforming them for better in their personal and professional life.

CO4: The syllabus will equip students with writing job applications, and basics of letter writing, which will give the personal and professional competence.

CO5: The syllabus will introduce students with the professional writing practices, thus, transmitting them with personal and professional competence.

PO6: Self Directed and Lifelong Learning

CO3: The course will sharpen the basics principles of writing of students, which in its course will reshape the students into self-directed and thirsty lifelong learners.

PO8: Critical Thinking and Problem Solving

CO2: The syllabus will enable students to spot mistakes in writing and do editing by themselves, thus, enabling them acquire critical thinking and problem-solving skills.

CO6: The course will help students to organize their ideas coherently while they learn to write coherently, thus, acquiring critical thinking and problem-solving skills.

CO7: The syllabus will develop descriptive and analytical skills of students based on verbal inputs, which in turn, will further develop critical thinking and problem solving skills.