



DEPARTMENT OF ENGLISH PURBASTHALI COLLEGE

Vill + P.O:-Parulia, Dist:- Burdwan, Pin No-713513

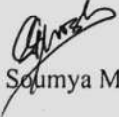
Email :- english.purbasthalicollege@gmail.com, Visit us : www.purbasthalicollege.com

Date: 20/05/2022

NOTICE

This is to inform all the students of Purbasthali College that the Department of English is offering an Add-on Course on "English Writing Skills" from May 30, 2022. This course is designed to equip the students with the essential tools and strategies for effective written communication. Throughout this course, participants will delve into the intricacies of professional and technical writing, improving their skills to convey ideas succinctly, persuasively, and with precision. It was also resolved that the seats for the course would be limited to forty and candidates will be selected based on a first come first serve basis. The duration of the course will be thirty (30) hours. Seats for the course are limited to forty and candidates will be selected based on a first come first serve basis. On successful completion of the course certificates will be provided. To enroll, please fill out the application form attached to this notice and submit it along with 1 PP size recent colored photograph to the Course Coordinator by May 26, 2022.

For further details, please read the Brochure of the Course circulated with the notice and feel free to contact the departmental faculty members.


(Dr. Soumya M. Ghosh)

ADD-ON COURSE COORDINATOR
Department of English
Purbasthali College
Parulia, Purba Bardhaman.


Principal
Purbasthali College
Vill. & P.O.-Parulla, Dt.-Burdwan



PURBASTHALI COLLEGE

ESTD: 2009

Vill + P.O:-Parulia, Dist: - Purba Bardhaman, Pin No-713513

Affiliated to the University of Burdwan

ADD-ON COURSE

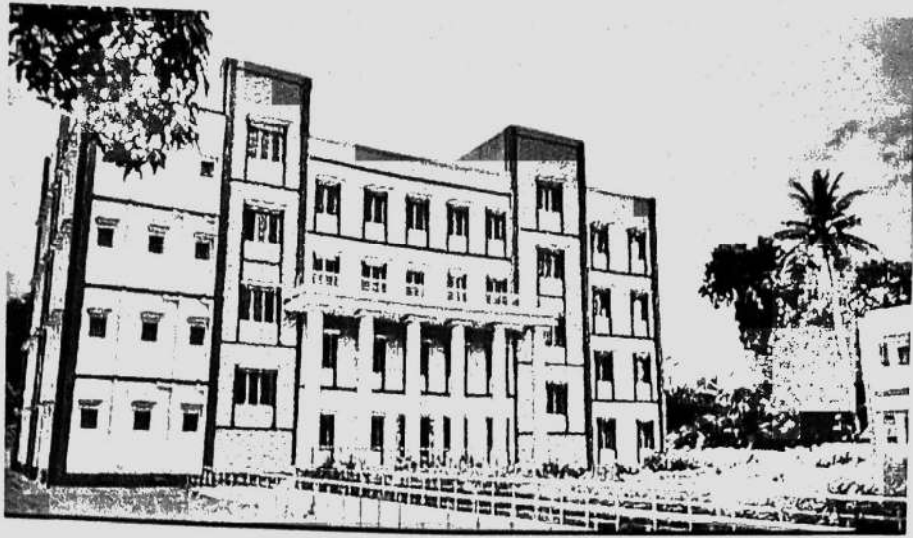
ENGLISH WRITING SKILLS



DEPARTMENT OF ENGLISH

PURBASTHALI COLLEGE

Website: www.purbasthalicollege.com



ABOUT THE COLLEGE

Purbasthali College was established with the aspiration to provide best learning atmosphere to the students of this locality. This is the only degree college in this area. It is a Govt. aided college which is affiliated to the University of Burdwan. Presently, the college provides B.A. Honours and B.A. General Courses. The faculty members of the college are always ready to serve for better learning and all round development of the students. The office staffs are very efficient to meet up the various requirements. Besides regular teaching and learning activities, the students are encouraged to participate in the various cultural programmes. We endorse the students for indoor and outdoor games. The college infrastructure and facilities are continuously being renovated while new facilities are introduced. The college has a well-qualified and dynamic faculty base who regularly upgrade themselves to enrich teaching-learning processes. In a fast changing academic environment the college is well poised to take on future challenges of higher education. The college is striving to

maintain and sustain standards of teaching-learning, research and innovation which continue to guide curricular and co-curricular thrusts of the college.

INTRODUCTION TO THE COURSE

Add-on courses are supplementary programs that offer students the opportunity to enhance their knowledge and skills in specific areas of interest. The Department of English, under the direction of Internal Quality Assurance Cell, Purbasthali College, provides the students of the college the opportunity to write English more fluently as part of the course titled "English Writing Skills". This course is designed to equip the students with the essential tools and strategies for effective written communication. Throughout this course, participants will delve into the intricacies of professional and technical writing, improving their skills to convey ideas succinctly, persuasively, and with precision. Whether you are aiming to enhance your correspondence, write reports, or proposals, or improve your writing skills, this course offers practical guidance and hands-on practice to elevate your writing proficiency and make a lasting impact in your writing endeavors.

COURSE OBJECTIVES

The objective of the course is to equip students with the necessary language and communication skills to effectively communicate in English, both in academic and professional settings. The course aims to:

- ✓ Improve Academic Writing Proficiency: Enhance students' ability to articulate ideas clearly and coherently in written form, thereby improving their academic performance across various disciplines.

- ✓ Develop Critical Thinking Skills: Foster critical thinking skills through writing tasks that require analysis, synthesis, and evaluation of

information, preparing students to engage deeply with course material and scholarly texts.

- ✓ Master Essay and Report Writing: Provide students with the necessary tools and techniques to craft well-structured essays, reports, and research papers, meeting the rigorous standards of academic writing in college-level assignments.
- ✓ Expand Vocabulary and Language Fluency: Help students build a diverse vocabulary repertoire and refine their language fluency to express complex concepts and arguments effectively in written communication.
- ✓ Enhance Grammar and Mechanics: Strengthen students' grasp of grammar rules, punctuation, and sentence structure to eliminate errors and enhance the clarity and readability of their writing.
- ✓ Encourage Creativity and Originality: Inspire students to cultivate creativity and originality in their writing, encouraging them to explore diverse perspectives and express their unique voices in academic discourse.

DURATION

This course is designed for thirty (30) hours starting from May 30, 2022.

WHO THIS COURSE IS FOR

The Add-on course on "English Writing Skills" is specifically tailored for college students who aspire to refine their written communication capabilities in English. Whether you are preparing academic essays, reports, or research papers, this course equips you with the essential skills and strategies to express yourself effectively and confidently in written form. By participating in this course, college students can enhance their academic performance, bolster their career prospects, and cultivate a strong foundation for lifelong success in written communication.

ELIGIBILITY

Candidates who have successfully completed the Higher Secondary Examination (10+2) and are currently enrolled in any Undergraduate course in any affiliated college under any university in any stream are eligible to apply for the course. The student should have a basic understanding of the English language and should possess basic listening, and reading ability in English. Participants must attend at least 75% of classes without which her/his participation may be terminated at any point in time.

INTAKE CAPACITY

Maximum forty (40) students can be accommodated at a time. Students who meet the admission requirements and submit their applications first will be given priority over those who apply later.

ADMISSION PROCEDURE

Admission to this course is open for all. Aspirants are instructed to will apply in a prescribed form (available in the College Office). After scrutiny, the

department will select the candidates for this course and notify in the Departmental Notice Board.

ASSESSMENT MODALITIES

Only those students would be permitted to complete the course who possess minimum 75% attendance. After the completion of the course, participants will be assessed through personal interview/ viva-voce.

Total marks- 20, qualifying marks- 8.

AVAILABLE INFRASTRUCTURAL FACILITIES

The College has sufficient number of classrooms, smart classrooms and seminar hall with internet broadband connectivity required for the course.

SYLLABUS

Unit 1: Foundations of Academic Writing

In the "Foundations of Academic Writing" unit, students will be introduced to various academic writing styles and conventions. They will learn how to structure essays effectively and develop the skill of crafting clear and concise statements to guide their writing.

Unit 2: Essay Structure and Organization

In the "Essay Structure and Organization" unit, students will delve into diverse essay structures such as argumentative, expository, and persuasive styles. They will learn techniques to logically organize ideas within paragraphs and effectively integrate evidence and examples to bolster their arguments.

Unit 3: Avoiding Plagiarism and Citations

In the "Avoiding Plagiarism and Citations" unit, students will learn about plagiarism and its consequences, as well as strategies to avoid it. They will become familiar with proper citation formats, particularly MLA style, and gain skills in evaluating sources for credibility and relevance to ensure academic integrity in their writing.

Unit 4: Refinement of English Grammar

In the "Refinement of English Grammar" unit, students will undergo a comprehensive review of common grammar rules and punctuation usage. They will learn strategies to enhance sentence clarity and coherence, while engaging in targeted practice exercises to identify and correct grammatical errors, ultimately honing their proficiency in written communication.

Unit 5: Vocabulary Expansion and Language Fluency

In the "Vocabulary Expansion and Language Fluency" unit, students will explore techniques for building a robust vocabulary repertoire. They will learn to employ varied language structures and transitions to enhance fluency, while also incorporating advanced vocabulary into their written expression to convey ideas with precision and sophistication.

Unit 6: Creative and Reflective Writing

In the "Creative and Reflective Writing" unit, students will delve into various creative writing techniques, including narrative, descriptive, and reflective styles. They will focus on cultivating their originality and personal voice in writing, while also engaging in reflection on their writing journey and growth throughout the course, fostering self-awareness and development as writers.

DETAILED COURSE STRUCTURE

Sl No.	Unit	Topics Covered	Hours Required
1	Foundations of Academic Writing	Introduction to academic writing styles and conventions Understanding the components of a well-structured essay Practice in formulating clear thesis statements	4
2	Essay Structure and Organization	Exploring different essay structures (e.g., argumentative, expository, persuasive) Techniques for organizing ideas logically within paragraphs Incorporating evidence and examples to support arguments	5
3	Avoiding Plagiarism and Citations	What is plagiarism and how to avoid it Proper citation formats (MLA) and avoiding plagiarism Evaluating sources for credibility and relevance	5

4	Refinement of English Grammar	Review of common grammar rules and punctuation usage Strategies for improving sentence clarity and coherence Practice in identifying and correcting grammatical errors	5
5	Vocabulary Expansion and Language Fluency	Techniques for building a strong vocabulary repertoire Using varied language structures and transitions to enhance fluency Incorporating advanced vocabulary into written expression	5
6	Creative and Reflective Writing	Exploring creative writing techniques (e.g., narrative, descriptive, reflective) Cultivating originality and personal voice in writing Reflection on writing journey and growth throughout the course	5

COURSE COORDINATORS

Dr. Soumya Mohan Ghosh

ADVISORY COMMITTEE

Dr. Bibhas Chandra Saha

Mr. Biswanath Bhattacharyya

Dr. Sukla Bhattacharyya

Mr. Anunam Das

Dr. Suchandra Neogi

Dr. Lipika Ghoshal

Mr. Ashes Datta

Mr. Aniruddha Debnath


Mr. Nirmal Das

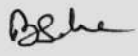
RESOURCE PERSONS FROM THE INSTITUTE

The course will be primarily taught by faculty members of the department.

READING LIST

- Anderson, Marilyn, Nayar, Pramod K., and Sen, Madhucchanda. *Critical Thinking, Academic Writing and Presentation Skills*. India: Pearson, 2022.
- Dev, Anjana Neira, Marwah, Anuradha, and Pal, Swati. *Creative Writing : A Beginner's Manual*. New Delhi: Pearson, 2008.
- Lewis, Norman. *Word Power Made Easy*. Delhi: Goyal Publishers and Distributors, 2020.
- McCarthy, Michael, and O'Dell, Felicity. *English Vocabulary in Use*. Noida: Cambridge University Press, 2016.
- Kane, Thomas S. *The Oxford Essential Guide to Writing*. USA: Berkley, 2000.
- Nesfield, J.C. *English Grammar Series*. Kolkata: Radha Publishing House, 2010.
- Sarkar De, P. K. *A text book of Higher English Grammar, Composition and Translation*. 48th Ed. Kolkata: Book Syndicate Pvt. Ltd., 2011.


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