



# **PURBASTHALI COLLEGE**

**ESTD: 2009**

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

## **SUMMARY REPORT**

**OF**

**ADD-ON COURSE**

**ENGLISH WRITING SKILLS**

**DEPARTMENT OF ENGLISH**

**PURBASTHALI COLLEGE**

## **NAME OF THE COURSE**

English Writing Skills

## **DURATION**

Thirty (30) hours. The course started on 30.05.2022 and completed on 18.06.2022.

## **TOTAL NO. OF FACULTY MEMBERS TAKEN CLASSES**

Two (2) faculty members took different modules/units of the course.

## **ADMITTED STUDENTS**

40 (forty) students were admitted to the course after admission.

## **ADMISSION PROCEDURE**

The department of English provided an admission form for the course, and applicants submitted the same to the course coordinator along with the required testimonials and application fees. Following a verification process, eligible individuals were granted permission to participate.

## **MODE OF EVALUATION**

The personal interview served as a pivotal component of the assessment process for the add-on course on “English Writing Skills”. It provided a platform to gauge the participants’ understanding, application, and proficiency in academic writing skills beyond mere theoretical knowledge. It served to understand the following:

1. Depth of Understanding:

The interview allowed instructor to assess the depth of participants' understanding of the academic writing process, essay structure, clarity, coherence, and plagiarism avoidance.

## 2. Practical Application:

Participants were expected to demonstrate their ability to apply the learned academic writing skills in real-world scenarios.

## 3. Communication Skills:

Effective communication is essential in academic writing. During the interview, participants were evaluated on their verbal communication skills, including clarity, coherence, and articulation.

## 4. Critical Thinking:

The interview also served as a platform to assess participants' critical thinking.

## 5. Feedback and Improvement:

Additionally, the interview provided a valuable opportunity for instructor to provide personalized feedback to participants. Constructive feedback on strengths, areas for improvement, and specific strategies for enhancing their academic writing skills could be communicated, facilitating continuous learning and growth.

Overall, the personal interview as a mode of evaluation enriched the assessment process by offering a dynamic and interactive platform to evaluate participants' academic writing skills, communication abilities, and critical thinking.

## CERTIFICATION

All the students attended the classes regularly and qualified in the examinations. Accordingly, 40 (forty) certificates were issued to the successful candidates duly signed by the Principal and the course coordinator.

Sl No.	Name	Roll No.	Registration No.
1	RAKHI DAS	210413010299	202101022878
2	RAMA BISWAS	210413010301	202101022881
3	RAMJAN MALLICK	210413010302	202101022883
4	RATNA MONDAL	210413010313	202101022895
5	RIA DUTTA	210413010317	202101022901
6	RIJU MONDAL	210413010318	202101022902
7	RIYA MONDAL	210413010327	202101022913
8	RUBINA KHATUN	210413010334	202101022921
9	RUMPA KHATUN	210413010336	202101022924
10	SABIR HOSSEIN SK	210413010341	202101022931
11	SABIRUNNESA KHATUN	210413010342	202101022932
12	SAHINA KHATUN	210413010351	202101022943
13	SAHINA KHATUN	210413010350	202101022944
14	SALMA KHATUN	210413010358	202101022954
15	SANGITA BAG	210413010365	202101022970
16	SARMISTHA GHOSH	210413010380	202101022987
17	SHILPA KHATUN	210413010392	202101023001
18	SHILPI DAS	210413010394	202101023003
19	SHRABANTI MONDAL	210413010401	202101023010
20	SMRITI PAL	210413010410	202001005216
21	SOURAV GHOSH	210413010417	202101023032
22	SUBRATA BISWAS	210413010426	202101023044
23	SUDIP RUIDAS	210413010430	202101023047
24	SULTANA KHATUN	210413010445	202101023063
25	SUMAIYA KHATUN	210413010447	202101023065
26	SUPRITI SARKAR	210413010457	202101023077
27	SUPRIYA GHOSH	210413010458	202101023078
28	TAPASI DEY	210413010481	202101023107
29	UMME HANI KHATUN	210413010490	202101023118
30	SHILPA SHIL	210413010393	202101023002
31	SHIULI MONDAL	210413010396	202101023005
32	SOMA DEY	210413010412	202101023023
33	SUJATA DAS	210413010434	202101023052
34	SUJATA DAS	210413010436	202101023053
35	SUJATA DUTTA	210413010437	202101023054
36	SUKHI GHOSH	210413010443	202101023061
37	SUMA HALDAR	210413010446	202101023064
38	SUSMITA MONDAL	210413010473	202101023095
39	TUHIN MONDAL	210413010486	202101023113

## 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.

## LEARNING OUTCOME

Improved Academic Writing Proficiency:

Students demonstrated enhanced ability to articulate ideas clearly and coherently in written form, leading to improved academic performance across various disciplines.

#### Developed Critical Thinking Skills:

Students exhibited proficiency in critical thinking through analysis, synthesis, and evaluation of information in written tasks, enabling them to engage deeply with course material and scholarly texts.

#### Mastered Essay and Report Writing:

Students proficiently crafted well-structured essays, reports, and research papers, meeting the rigorous standards of academic writing in college-level assignments.

#### Expanded Vocabulary:

Students built a diverse vocabulary repertoire and refined language, effectively expressing complex concepts and arguments in written communication.

#### Encouraged Creativity and Originality:

Students cultivated creativity and originality in their writing, exploring diverse perspectives and expressing unique voices in academic discourse.

#### **Key Learnings:**

The "English Writing Skills" Add-On Course has been instrumental in fostering a multifaceted approach to writing proficiency among students. Throughout the course, participants have undergone a transformative journey, developing a nuanced understanding of academic writing conventions, refining their grammar

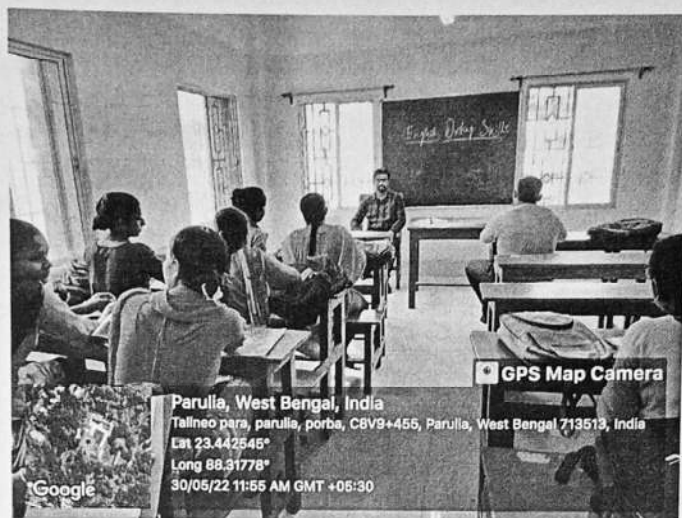
mechanics, and expanding their vocabulary repertoire. By delving into diverse essay structures and mastering the intricacies of citations and plagiarism avoidance, students have developed their critical thinking skills and embraced originality in their writing. This comprehensive curriculum has not only bolstered students' academic performance across disciplines but has also equipped them with the necessary tools to articulate complex ideas with clarity and coherence in professional settings.

Moreover, the course's emphasis on creativity and self-expression has encouraged students to explore their unique voices in writing, fostering a deeper appreciation for the artistry of language. Through reflective exercises and engaging writing prompts, participants have gained insight into their writing processes and cultivated a sense of ownership over their narratives. As a result, they have emerged as confident and versatile communicators, capable of navigating the nuances of written discourse with finesse. Armed with these key learnings, students are well-positioned to thrive in both academic endeavors and professional pursuits, embodying the course's overarching goal of nurturing holistic language skills development.

### **COURSE SUMMARY**

The Add-on course on "English Writing Skills" offered a comprehensive and immersive learning experience aimed at enhancing students' proficiency in written communication. Throughout the duration of the course, participants embarked on a journey of skill development covering essential aspects of academic and

professional writing. The course began by laying the foundational groundwork in academic writing, acquainting students with various writing styles and conventions. Subsequent units delved into more advanced topics such as essay structure and organization, plagiarism awareness, grammar refinement, vocabulary expansion, and creative expression. Each unit provided practical insights and actionable strategies to help students navigate the complexities of written communication effectively.



**Fig: Introductory class of the course**

By the end of the course, participants emerged with sharpened critical thinking skills, an expanded vocabulary repertoire, and a refined grasp of grammar mechanics. Moreover, they developed a heightened awareness of their writing processes and a newfound confidence in expressing their ideas with clarity, coherence, and originality. Equipped with these invaluable skills, students are well-prepared to excel academically and professionally, embodying the course's overarching objective of fostering holistic language skills development.



## CONCLUSION

In conclusion, the "English Writing Skills" Add-On Course has been a transformative journey, equipping participants with essential tools for effective written communication. Through comprehensive instruction and practical exercises, students have honed their critical thinking, grammar, vocabulary, and creativity. As they emerge from the course, they are confident communicators ready to excel in academic and professional settings. This course underscores the importance of structured learning in nurturing holistic language skills development.



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