



**Date of Commencement:
15th May, 2024**

Course Design

Module 1: Introduction to Effective Writing (6 Hours)

Understanding the Basics: Purpose, Audience, and Medium
Clarity in Writing: Choosing the Right Words
Sentence Structure: Building Strong Foundations

Module 2: Crafting Your Message (6 Hours)

Organizing Ideas: Outlining and Structuring
Writing Paragraphs: Unity and Coherence
Thesis Statements: Arguing Effectively

Module 3: The Writing Process (6 Hours)

Informative Writing: How to Educate Your Readers
Persuasive Writing: How to Influence Your Audience
Narrative Writing: Telling a Story

Module 4: Writing for Different Purposes (6 Hours)

Informative Writing: How to Educate Your Readers
Persuasive Writing: How to Influence Your Audience
Narrative Writing: Telling a Story

Module 5: Applied Writing Skills (6 Hours)

Business Writing Essentials: Emails and Letters
Academic Writing Essentials: Essays and Reports
Creative Writing: Engaging Your Creativity

**This Course is Open to all
English Honours Students**

Registration Link:

<https://forms.gle/dZZKxAY2VYLBiWWL7>



Department of English

HAZI A. K. KHAN COLLEGE
HARIHARPARA, MURSHIDABAD

offers

Effective Writing

VALUE ADDED COURSE

COURSE DURATION: 30 HOURS

COURSE FEE: NIL

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By the end of the effective writing course, participants will be able to:

1. Develop the ability to express ideas concisely and clearly in written form, tailoring the message for various audiences and purposes.
2. Utilize advanced writing techniques to structure effective paragraphs, essays, and reports, ensuring coherence and logical flow.
3. Demonstrate proficiency in revising and editing their own work, focusing on grammatical accuracy, punctuation, and stylistic improvements to create polished final drafts.

Couse Coordinator

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