



**30 HOURS VALUE-ADDED COURSE**  
on  
**Effective Writing**



**Open to All English Honours Course Students**

**Organized by**

**HAZI A. K. KHAN COLLEGE**

**DEPARTMENT OF ENGLISH**

**Session: 2023-24**

## **BASIC DETAILS OF THE 30 HOURS VALUE-ADDED COURSE**

<b>1.</b>	<b>Course Title</b>	Effective Writing
<b>2.</b>	<b>Pre-requisite</b>	All English Honours Course Students
<b>3.</b>	<b>Course Outcome</b>	<p>By the end of the effective writing course, participants will be able to:</p> <ol style="list-style-type: none"> <li>1. Develop the ability to express ideas concisely and clearly in written form, tailoring the message for various audiences and purposes.</li> <li>2. Utilize advanced writing techniques to structure effective paragraphs, essays, and reports, ensuring coherence and logical flow.</li> <li>3. Demonstrate proficiency in revising and editing their own work, focusing on grammatical accuracy, punctuation, and stylistic improvements to create polished final drafts.</li> </ol>
<b>4.</b>	<b>Course Commencement Date</b>	15 <sup>th</sup> May, 2024
<b>5.</b>	<b>Course Fee</b>	NIL
<b>6.</b>	<b>Intake Capacity</b>	All Under-Graduate students of English Honours Course
<b>7.</b>	<b>Course Duration</b>	One Class (Lecture): 1 Hour Total 30 Lectures = 30 Hours Final Assessment on the Last day.
<b>8.</b>	<b>Learning Resources</b>	Details given in page 3
<b>9.</b>	<b>Lesson Plan</b>	Details given in page 4
<b>10.</b>	<b>Assessment process</b>	Students will be graded on Course-end Assessment, and Attendance
<b>11.</b>	<b>Course Coordinator</b>	Bidisha Munshi
<b>12.</b>	<b>Course Certificate Format</b>	Format given in Page
<b>No Course Fee</b>		

## **DETAILED SYLLABUS OF THE VALUE-ADDED COURSE**

### **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

## LEARNING RESOURCES

### Books

SL.NO.	TITLE OF THE BOOK	AUTHOR(S)
1	<i>Effective Writing</i>	Christopher Turk and John Kirkman
2	<i>Oxford Guide to Effective Writing and Speaking</i>	John Seely

## LESSON PLAN

LECTURES	CONTENTS
LECTURE 1 (1 hour)	Understanding the Basics: Purpose, Audience, and Medium
LECTURE 2 (1 hour)	Understanding the Basics: Purpose, Audience, and Medium
LECTURE 3 (1 hour)	Clarity in Writing: Choosing the Right Words
LECTURE 4 (1 hour)	Clarity in Writing: Choosing the Right Words
LECTURE 5 (1 hour)	Sentence Structure: Building Strong Foundations
LECTURE 6 (1 hour)	Sentence Structure: Building Strong Foundations
LECTURE 7 (1 hour)	Organizing Ideas: Outlining and Structuring
LECTURE 8 (1 hour)	Organizing Ideas: Outlining and Structuring
LECTURE 9 (1 hour)	Writing Paragraphs: Unity and Coherence
LECTURE 10 (1 hour)	Writing Paragraphs: Unity and Coherence
LECTURE 11 (1 hour)	Thesis Statements: Arguing Effectively
LECTURE 12 (1 hour)	Thesis Statements: Arguing Effectively
LECTURE 13 (1 hour)	The First Draft: Getting Your Ideas Down
LECTURE 14 (1 hour)	The First Draft: Getting Your Ideas Down
LECTURE 15 (1 hour)	Revision Techniques: Refining Your Work
LECTURE 16 (1 hour)	Revision Techniques: Refining Your Work
LECTURE 17 (1 hour)	Editing and Proofreading: The Final Touches
LECTURE 18 (1 hour)	Editing and Proofreading: The Final Touches
LECTURE 19 (1 hour)	Informative Writing: How to Educate Your Readers
LECTURE 20 (1 hour)	Informative Writing: How to Educate Your Readers

<b>LECTURE 21 (1 hour)</b>	Persuasive Writing: How to Influence Your Audience
<b>LECTURE 22 (1 hour)</b>	Persuasive Writing: How to Influence Your Audience
<b>LECTURE 23 (1 hour)</b>	Narrative Writing: Telling a Story
<b>LECTURE 24 (1 hour)</b>	Narrative Writing: Telling a Story
<b>LECTURE 25 (1 hour)</b>	Business Writing Essentials: Emails and Letters
<b>LECTURE 26 (1 hour)</b>	Business Writing Essentials: Emails and Letters
<b>LECTURE 27 (1 hour)</b>	Academic Writing Essentials: Essays and Reports
<b>LECTURE 28 (1 hour)</b>	Academic Writing Essentials: Essays and Reports
<b>LECTURE 29 (1 hour)</b>	Creative Writing: Engaging Your Creativity
<b>LECTURE 30 (1 hour)</b>	Creative Writing: Engaging Your Creativity

## **EVALUATION PROCESS FOR THE VALUE-ADDED COURSE**

The Evaluation will be done through 2 components –

- i) C1- Course-end Assessment [Total Marks:20]
- ii) C2 - Attendance [Total Marks: 5]

At the end of the Course, there will be a Course-end Assessment. Attendance Component Marks will be calculated based on the actual Attendance Percentage of the Students during the classes of the Course.

<b>ATTENDANCE PERCENTAGE (%)</b>	<b>MARKS ALLOTTED</b>
<b>ABOVE 90</b>	<b>5</b>
<b>80 - 89</b>	<b>4</b>
<b>75 - 79</b>	<b>3</b>
<b>70 - 74</b>	<b>2</b>
<b>60 - 69</b>	<b>1</b>
<b>BELOW 60</b>	<b>NOT ELIGIBLE FOR CERTIFICATE</b>

## Model Certificate

### HAZI A. K. KHAN COLLEGE



### CERTIFICATE OF ACHIEVEMENT

This certificate is awarded to.....of  
.....Semester, Registration No.....Session.....from  
the Department of English who has successfully completed the 30 Hours Value-Added Course  
on "Effective Writing" conducted by the Department of English from.....

We appreciate your participation and wish you all the best for your future.

Course Co-Ordinator  
Hazi A. K. Khan College  
Hariharpara, Murshidabad

Co-Ordinator  
IQAC  
Hazi A. K. Khan College  
Hariharpara, Murshidabad

Principal  
Hazi A. K. Khan College  
Hariharpara, Murshidabad