

## C. U. SHAH UNIVERSITY WADHWAN CITY



**Faculty of** : Arts & Humanities  
**Department of** : English  
**Course** : **B. A. (Common for All)**  
**Semester** : VI  
**Name of Subject** : Academic and Professional Writing  
**Subject Code** : 4AH06APW1

### TEACHING & EVALUATION SCHEME

Subject Code	Name of the Subject	Teaching Scheme (Hours)				Evaluation Scheme									
		Th	Tu	P	Total	Theory					Practical (Marks)				
						Sessional Exam		University Exam		Total	Pr/ Viva	TW	Total	Total	
						Marks	Hrs	Marks	Hrs						
4AH06APW1	<b>Academic and Professional Writing</b>	2	0	2	4	50	2	--	--	50	50	50	100	150	

**Objectives:**

**Course Outline:**

Unit No.	Course Content (Title of the Unit)	No. of Hours
1	<b>Introduction to Academic Writing:</b> What is Academic Writing - approaches to writing - ways of writing – random thoughts – organized writing – Process of writing – plagiarism – limitations of ‘cut and paste’ – paraphrasing – summarizing.	
2	<b>Writing Paragraphs:</b> Types of paragraphs – how to organize paragraphs – spellings and common mistakes –sequence and order - spatial order and visuals – graphics.	

3	<p><b>Writing Skills:</b></p> <p>a) Common Errors in Grammar, Vocabulary and Usage</p> <p>b) <b>General Writing:</b> Purpose, Structure, Layout and Form - Business Correspondence – Reports – Requests and Petitions – Complaints – Feature Writing – Article Writing</p> <p>c) <b>Academic Writing:</b> Planning, Structuring and Drafting – Introduction, the Body and Conclusion Project Writing – Planning and Research – Abstract – Synopsis – Seminars – Symposia</p> <p>d) <b>E-writing:</b> e-mail Exchange – Blogging – Writing On-line – Content Writing for Websites</p>	
4	<p><b>Career Writing:</b></p> <p>a) Curriculum Vitae/ Resumé – Job Application – Cover Letter</p> <p>b) Discussion Skills – Group Discussion – Debates – Facing and Conducting Interviews — Seminars and Conferences – Organizing Formal and Informal Meetings</p> <p>c) Presentation Skills Assessing Students’ Skills – Planning Presentation – Visual aids – New Technology for Presentation – Preparing Presentation – Delivering Presentation</p>	
•	<p><b>Practical/Assignments (Samples): (50 Marks)</b></p> <ul style="list-style-type: none"> <li>- Write Features, Articles, Reports, etc. on given topics</li> <li>- Prepare articles, features, contents and the like to be uploaded on to the Blog created by the Department</li> <li>- Students may be exposed to recorded academic lectures, news reading in TV or Radio Channels, dialogues and group discussions and their listening skill assessed.</li> <li>- Prepare a brief report of the news heard on national or international English</li> <li>- Students may be asked to prepare a Resumé, Cover letter and a Job Application</li> <li>- Initiate group discussions of given topics</li> <li>- Conduct a mock interview for a profession, the students taking up the role of interviewers and interviewees</li> </ul>	

	<ul style="list-style-type: none"> <li>- Organise a formal meeting on the proposed agenda, the students assuming different roles</li> <li>- Prepare and Deliver Presentation with audio-visual aids</li> <li>- All these activities can be monitored by a panel of students.</li> </ul>	
	<b>Total Hours</b>	<b>60</b>

**Learning Outcomes:**

**At the end of the course, students will be able to**

**Suggested Reading:**

Kumar, Ranjit. (2012) *Research Methodology: A Step-by-Step Guide for Beginners*. New Delhi, Vikas.

Manuals of style (MLA Style Sheet, APA Style Sheet, Chicago Style Manual etc)

Wallace, Michael. (2004). *Study Skills*. Cambridge: CUP.

- **Evaluation Scheme:**

- **No Theory exam will be conducted at university level.**
- **Theory exam of 50 Marks will be conducted at Institute Level. (Sessional Exam)**
- **Internal Practical (TERM WORK) will awarded on the following basis:**  
**(50 Marks)**
  - i) Activity Based Reports – 25 Marks
  - ii) Assignments/ Seminar/ Quizzes – 20 Marks
  - iii) Attendance – 05 Marks
- **Internal Practical (Institute Level) will be evaluated on the following basis:**  
**(50 marks)**
  - i) Activity Based Performances – 30 Marks
  - ii) Presentation (PPT) – 10 Marks
  - iii) Viva – Voce – 10 Marks