



# ST FRANCIS DE SALES COLLEGE

Graded 'A' by NAAC || Affiliated to Bangalore University  
Electronics City Post, Bengaluru – 560 100 || [www.sfscollge.in](http://www.sfscollge.in)

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## Certificate Course Report 2020-2021

**Title of the Course:** EFFECTIVE WRITING SKILLS

**Date of Commencement:** 22<sup>nd</sup> February 2021

**Course Facilitator:** Dr. SHEEBA M, Prof. UMA MAHESWARI, Dr. Noor Nigar

### Course Objectives:

To develop students' written expression of thought also to illuminate critical thinking, to organize the creative and imaginative ideas.

### Course Structure:

The course is overall divided in to three modules. The Module - Introduction to Effective Writing & Effective Writing as an Art & Principles of Effective Writing also an introduction to the course and the topics.

**Module 1** - Power of Poetry 1,2,3,4,5,6 videos cater the innate creativity also illuminate novelty among the young minds. The core intention of this topic is to compose poem in different forms using various strategies. The Poem in action - Bringing poetry to life rejuvenates the power of imagination.

### **Module 2**

Module 2, WRITING LITERARY GENRE. In this module, students can learn how to write literary genres. All 7 videos will give sufficient guidance for writing literary genre and it will be fruitful to hone your genre writing and it motivates you to choose some literary genre for enhancing your writing skills.

### Module 3

This is the third module of the certificate course "Effective Writing Skills". I hope this module will help you to understand the writing process better and write correctly and effectively. You will learn about pre-writing, writing and rewriting. In session 2 of the third Module "The Writing Process", how to write effective introductions and conclusions. In addition to that in the following videos also the students learn about the different types of writing discourse. The module also deals with the use of full stop and commas in writing, about punctuation and rules of capitalization, learn how to write effectively, how to effectively edit and proofread written texts.

#### Assessment Scheme

Module – I	Module – II	Module – III
Class Videos – 7	Class Videos – 7	Class Videos – 7
Assignment – 2	Assignment – 2	Assignment – 2
Online Quiz – 1	Online Quiz – 1	Online Quiz – 1

SI. NO.	Activities	Marks
1	Attendance	75% compulsory
2	Assignments	10 marks
3	Quiz all 3 Modules	20 marks
4	<b>Total Internal Examination</b>	<b>30 marks</b>
5	<b>Final Examination - Online Quiz</b>	<b>70 marks</b>
6	<b>Overall Marks (30+70)</b>	<b>100 marks</b>

- The students should be informed about the modalities well in advance.
- A student attend 75% of the class will be eligible for writing examination.
- After completing Module, I, II and III of syllabus, assignment and quiz shall be given to understand the learning level of students.
- After completion of 100% syllabus a theory exam for 70 marks as external exam shall be conducted by the facilitator.

- The students attend both the internal and external exam and score 40% marks shall be considered for the course completion certificates.
- If a student fails or absent for the exam shall reappear the exam within the allotted time to complete the program.

### **Course Delivery:**

- Each module was designed with 7 videos and 2 Assignment and a Quiz.
- Below are the video links : Module 1
- <https://youtu.be/Dq4kjTJ3XRI> - Intro V1
- <https://youtu.be/JfX06dvlKkI> - video 2
- <https://youtu.be/mf8sgQhDA-Y> - video 3
- <https://youtu.be/dznVuOpLpyI> - video 4
- <https://youtu.be/cTGQt-naiM4> - video 5
- <https://youtu.be/sZmCz3zwZkk> - video 6
- [https://youtu.be/buDgceYr\\_6U](https://youtu.be/buDgceYr_6U) - video 7y
- VIDEO 1 -<https://youtu.be/7mZTICskLKU> - INTRODUCTION TO WRITING LITERARY SKILL
- VIDEO 2-<https://youtu.be/RMe8d6WdSig> - FICTION AND NON FICTION
- VIDEO 3-<https://youtu.be/LsjNPsQFIp0> - SHORT STORY AND ANCECDOTE
- VIDEO 4-<https://youtu.be/BTMzB1PglKg>- NOVELLAS AND NOVELS
- VIDEO 5-<https://youtu.be/HMzQLffxuUU> -FABLE AND ALLEGORY
- VIDEO 6-<https://youtu.be/8NFPCBRDEVs>-MEMOIR AND REVIEW
- VIDEO 7-<https://youtu.be/KAPcgtSADpY>- BILDUNGSROMAN AND CONCLUSION

Overall, 254 students enrolled and 245 students successfully completed the course.

**Outcomes:**

- 254 students enrolled and 245 students successfully completed.
- Helps the students to write correctly and effectively.
- Stimulate the interest of writing poetry using the power of imagination.
- Enhances the writing skills.
- Students could compose poems in different forms using various strategies.
- Vivid knowledge on the use of full stop and commas in writing.
- Students could effectively edit and proofread written texts.
- Students are able to use the rules of punctuation and capitalization.

  
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