



ST FRANCIS DE SALES COLLEGE

Permanently Affiliated to Bangalore University Electronics City, Bengaluru - 100

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A FRANSALIAN INSTITUTE OF HIGHER LEARNING

Certificate Course Report 2020-2021

Title of the Course: EFFECTIVE WRITING SKILLS

Date of Commencement: 22nd 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 | Total Internal Examination | 30 marks |
| 5 | Final Examination - Online Quiz | 70 marks |
| 6 | Overall Marks (30+70) | 100 marks |

- 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.

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