

Centre for languages and Communication

Paper 2: Academic Writing and Composition

Credit 4

Course Objective:

- To understand Academic Writing in detail
- To acquire various writing skills especially for Academics
- To learn the process of Academic writing
- To understand the critical thinking for academic writing

Credit Distribution		
L	T	P
4	0	0

Course Outcome:

- Students will be able to understand Academic Writing in detail
- The course will be useful for students to acquire various writing skills especially for Academics
- The course will enable students to learn the process of Academic writing
- The course will be useful for students in understanding the critical thinking for academic writing

A – Syllabus

S No.	TOPIC	DOMAIN	HOURS
1	Unit 1. Types of Academic Writing: Descriptive, Analytical, Persuasive, Critical	Must to know	16 Hours
2	Features and Conventions of Academic Writing: Clear, Concise, Objective, Accurate Grammar: Subject-Verb Agreement, Punctuation, Use of Apostrophe, Common Abbreviations Common Errors: Colloquialisms, Jargon, Clichés, Contraction, Repetition, Emotive Language, Spelling and Grammatical Errors	Must know	16 Hours

3	Process of Academic Writing: Pre-Drafting- Plan, Research and Brainstorm, Drafting – Headings, Sub-Headings and Development of the Idea, Revising – Making Changes, Correcting and Rewriting, Editing - Removing Errors, Proof Readings, Polishing	Must know	16 Hours
4	Critical Thinking: Analysis, Evaluation, Synthesis Paragraph Writing: Topic Sentence, Elaborative Sentences – Supporting / Explaining / Describing / Discussing / Concluding Sentence, Transitional Words and Phrases	Must know	16 Hours

EVALUATION CRITERIA

Formative Assessment:	
<ul style="list-style-type: none"> ▪ Attendance ▪ Assignments/Presentation/etc. ▪ Mid-term Exam (Need to conduct 2 Mid-term Exam and put the average marks) Total – 40 Marks	
Summative Assessment:	
Semester End Exam–	60 Marks
Grand Total	– 100 Marks

SUGGESTED READINGS:

1. Renu Gupta. A Course in Academic Writing. New Delhi: Orient Black Swan, 2010. Print.
2. Lin Ham-Lyons and Ben Heasley. Study Writing: A Course in Writing Skills for Academic Purpose. Cambridge: CUP, 2006. Print.
3. Iona Leki. Academic Writing: Exploring Processes and Strategies. 2nd Edition. New York: CUP, 1998. Print.
4. Gerald Graff and Cathy Birkenstein. They Say/I Say: The Moves That Matter in Academic Writing. New York: Norton, 2009. Print.
5. Liz Hamp-Lyons and Ben Heasley, *Study Writing: A course in Writing Skills for Academic Purposes* Cambridge, 2006

B- Curriculum

S No.	TOPIC	LEARNING OBJECTIVES	TEACHING GUIDELINES	METHODOLOGY	TIME
1	Unit 1. Academic Writing: Introduction	To understand Academic Writing in detail	To gain knowledge of Academic Writing	Lecture, Interactive sessions, Assignments, Organizing small events of the department.	As per syllabus
2	Features and Conventions of Academic Writing	To enhance writing skills especially in Academics	To provide knowledge of grammatical errors to the students	Lecture, PPT, Interactive sessions, Assignments	As per syllabus
3	Process of Academic Writing	To enhance Process of Academic writing.	To cover Techniques, strategies, and Procedures in academic writing	Lecture, PPT, Interactive sessions, Assignments,	As per syllabus
4	Critical Thinking: Analysis, Evaluation, Synthesis	To enhance critical thinking in students.	To cover reading comprehension and various texts. To cover writing paragraphs, reports and essays	Lecture, PPT, Interactive sessions, Assignments, Group activities, Organizing an event	As per syllabus