EFFECTIVE WRITING

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IIT Roorkee

TYPE OF COURSE : New | Elective | UG/PG
COURSE DURATION : 4 weeks (27 Jan' 20 - 21 Feb' 20)
EXAM DATE : 29 Mar 2020

PRE-REQUISITES : 12th pass and above
INTENDED AUDIENCE : UG to Ph.D
INDUSTRIES APPLICABLE TO : Can be useful to all major companies, such as L&T, BHEL, NBCC, NTPC, WIPRO, INFOSYS, besides educational institutes.

COURSE OUTLINE :
Writing, one of the four language skills continues to have its importance in all times. A good number of people despite having good spoken skills at times fail to prove their mettle when it comes to writing. Since writing represents a writer even in his absence and doesn’t have scope for clarification, one has to master this art well. The present course on writing aims at familiarizing learners with the nuances of effective writing which can help them know the subtle art of writing, enabling them to write with clarity, precision and at the same time with the subtlety to express their ideas on different occasions with the notions of appropriateness and accuracy.

ABOUT INSTRUCTOR :
Binod Mishra, a faculty in the Department of HSS, IIT Roorkee has an experience of teaching English at various levels. He has to his credit 20 books and more than hundred articles in different reputed journals and books. His MOOC course on Soft Skills has been received well by learners. He has delivered a good number of invited talks in various conferences and symposiums. Besides being a teacher and researcher, Dr. Mishra is also the Vice Chairman of Association for English Teachers of India, the largest body of English teachers. Prior to this, he had also been the two times Editor-in Chief of Indian Journal of English Studies, one of the oldest journals of English language and literature.

COURSE PLAN :
Week 1: Introduction to Effective Writing, Types of Writing Mechanics of Writing Part-I,Mechanics of Writing Part-II Notions of Correctness.
Week 3: Types of Business Writing Part II : Reports - Definition & Salient Features, Types of Reports,Planning & Preparation of Reports,Structure of Reports,Report Style
Week 4: Creative Writing & its Features,Types of Creative Writing Part I : Poems & Short Stories, Types of Creative Writing Part II: Blogs, Articles and Book Reviews,Writing Essays for Competitive examinations, Summarizing