

# **VOCATIONALIZATION OF UNDERGRADUATE COURSES**

## **F.Y.B.A. FUNCTIONAL ENGLISH**

### **FE-101 T Developing Writing Skills for Specific Purposes (Theory Paper)**

#### **Semester and Choice-Based Credit System**

**Under NEP 2020**

**(w.e.f. 2024-2025)**

Name of the Faculty: **Humanities**

Name of the B.O.S.: **Vocational**

Name of the Course: **Functional English**

Name of the Subject: **FE-101 T Developing Writing Skills for Specific Purposes (Theory Paper)**

Year and Semester: **FYBA Semester- I**

Type of the Course: **DSC (Discipline Specific Course)**

Number of Credits: **02**

### **Rationale**

The rationale behind this course is to provide students with a comprehensive understanding of the fundamentals of writing. The paper aims to develop students' basic writing skills, focusing on the constructions of various syntactical structures. It equips students with the essential writing skills required in diverse contexts. Students will also be introduced to academic and commercial writing.

## **Learning Objectives**

1. To develop students' ability to write for specific purposes.
2. To help learners acquire the basic skills of effective writing.
3. To enhance students' grammar proficiency.
4. To acquaint students with academic and commercial forms of written communication.
5. To enable students to apply writing skills in real-life situations.

## **Learning Outcomes**

1. Students develop the ability to write for specific purposes.
2. Students acquire the basic skills and techniques of effective writing.
3. Students learn advanced grammar usage.
4. Students learn the academic and commercial forms of written communication.
5. Students apply writing skills in practical contexts.

### **Unit I- Basics of Writing: Introduction**

1. Issues involved in Good Writing: clarity, cohesion, coherence, conciseness, use of analogies, syntax and style.
2. Different types of writing—narrative, descriptive, expository, and persuasive.
3. Importance of grammar in writing: tense, time, voice, and direct and indirect narration
4. Paragraph writing: meaning, structure, parts and types of paragraphs

### **Unit II- Guided Composition and Creative Writing**

1. Situational dialogue writing
2. Re-writing stories
3. Rhetorical and persuasive writing
4. Content writing for posters, flyers, brochures, and advertisements

## Books Recommended

1. Green, David. *Contemporary English Grammar, Structure and Composition*. Macmillan India Ltd, Madras, 1971.
2. Freeman, Sarah. *Written Communication in English*. Orient BlackSwan, 1977.
3. Home Crofton. *Composition and Comprehension: AN Introduction to the Essay*. Macmillan USA, 1986.
4. Roy Johnson. *Improve Your Writing Skills*. Clifton Press, 2012.
5. Robert Jeffery: *About Writing: A Guide*. Open Oregon Educational Resources, 2016.
6. Diana Hacker & Nancy Sommers. *The Bedford Handbook*. Howard University Press. 2014
7. Jeffrey R. Wilson. *Academic Writing*. 2022.
8. Thomas S. Kane *The Oxford Essential Guide to Writing* Berkley Books New York 2000.
9. <https://papyr.com/hypertextbooks/comp1/coherent.htm>
10. <https://plagiarismsearch.com/blog/what-is-analogy-in-writing-and-how-to-use-it>
11. <https://workmind.ai/blog/what-is-syntax-in-writing/>
12. Amber Gulbranson; Nancy Jacob; and Haley Sakki, *Writing in Community and Justice Services*, MelYoung,2019.  
<https://ecampusontario.pressbooks.pub/writingcorrections/chapter/chapter-4-brochures-newsletters-and-posters/>)

## Examination Pattern

### FE-101 T Developing Writing Skills for Specific Purposes (Theory Paper)

Examination	Total Marks	Minimum Marks for passing	Total Credits
Internal Assessment	15	06	02
Semester End Exam	35	14	
Total Marks	50	20	

### Paper Pattern:

#### a) Internal Assessment Pattern

**Total Marks: 15**

- Practical/ Project/ Home assignment/ Scrapbook/ Re-/Writing Stories **Marks – 10**
- Viva / Presentation on the given project/ topic **Marks – 05**

#### b) Semester-End Exam Question Paper Pattern (Time-2 Hours, Marks-35)

**Q.1** Answer the following question in 100 words (any two out of 4). **Marks – 10**

**(On Unit-1: Theory Based)**

**Q.2** Answer the following question in 100 words (any two out of 4). **Marks – 10**

**(On Unit-2: Theory Based)**

**Q.3** Answer the following question in 100 words (three out of 5). **Marks – 15**

**(On Units 1 and 2: Application Based)**