**Shaheed Smriti Multiple Campus**

**Affiliated to Tribhuvan University**

Autonomous Program: Bachelor's of Financial Administration (BFA)

# Course Title: Writing Skills

Course No.:Eng 414 Semester: First

Nature of the course: Theory Level: BFA

Full marks: 100 [60 Ext. + 40 Int.] Total periods: 48

Pass marks: 24 Ext + 16 Int.

**Course Description and General Objectives**

This is a course on writing in general and the skills that the students need when they write in English. The course aims at providing a wide range of theoretical and practical knowledge on writing in English and skills and abilities for developing and using students' achievement and proficiency in English language. In Nepal, writing English is often a necessary skill in many job industries and fields. In order to develop practical writing skills, one must understand the basics of English grammar and sentence structure. Learning essential vocabulary and continually expanding knowledge is one of the best ways to succeed, both in personal and professional lives. This basic writing course will help the students improve their writing skills that explain many grammatical style rules and functions in easy-to-understand examples and usage. This course will also help students learn to write natural and clear sentences, as well as composing personal and business letters to help increase job skills and communication. The syllabus is organized in ten units which illustrate different genres and disciplines and progressively build fundamental writing skills. The objectives of this course are as follows:

* To communicate effectively and appropriately in real-life situation
* To use English effectively for academic and professional purpose
* To develop and integrate the use of language skills i.e. Reading, Writing.
* To enhance students’ ability to communicate effectively in writing in a variety of situations
* To promote interactive techniques of teaching writing for the promotion of creative writing skills among students
* To enable the students to write cohesive paragraphs, dialogues , narratives, reviews, reports and other kinds of texts
* To enhance the students writing ability so that they can write correctly, appropriately and effectively on various matters of day-today relevance, academic and business concerns.
* To help students understand the use of pragmatic knowledge of writing in appropriate contexts
* To introduce students confidence and provide the tools necessary for successful academic writing
* To use effective strategies for reading college-level texts and for acquiring new vocabulary

**Course Contents**

Unit 1: Introduction to Basic Writing LH 4

Unit 2: Elements of Writing LH 4

Unit 3: Academic Writing Process LH 4

Unit 4 : Accuracy in Writing LH 4

Unit 5: Writing Models (Descriptive, narrative, expository, argumentative, reflective writing) LH 6

Unit 6: Writing Personal and Business Letters (styles of letter writing) LH 4

Unit 7: Basic Sentence Structure and Subject-Verb Agreement LH 4

Unit 8: Vocabulary and academic Clarity LH 4

Unit 9 : Descriptions, methods and academic reality LH 4

Unit 10: Reading, Reflection and Writing the literary texts: LH 10

Yudhishthira's wisdom, Why go to University? , Marriage is a private affair, The Lunatic, Third Thoughts, The Telegram on the table, Stopping by woods on snowy evening, New Year, The Clock Tower

**References**

**The teaching materials will be determined by the instructors to incorporate theory, practice and contemporary issues of the contents included in Writing Skills**

**Instructional Techniques**

Because of the theoretical and practical nature of the course, teacher-cantered, constructivist and connectedness instructional techniques will be mostly used in teaching learning process. The teacher will use lecture, illustration, discussion, demonstration, interaction, inquiry, question answer, individual and group work, problem solving and co-operative methods/techniques.

**Evaluation**

The evaluation of the students will be determined from their achievements in continuous assessment and final evaluation.

**Continuous assessments**

Continuous assessments include homework, class work, attendance, participation in classroom discussion and interaction, performance in computer lab and internal examination. The scores of continuous assessments will be used for providing feedback to students and 40% the total marks in final evaluation.

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| --- | --- |
| Continuous assessments -40 | |
| Works | Marks |
| Attendance, Class Participation and Discipline | 5 |
| First Internal Examination | 5 |
| Second Internal Examination | 5 |
| Field work Presentation (Individual) | 5 |
| Field work Presentation (Group) | 5 |
| Comment on Friend’s Presentation | 5 |
| Term Paper Presentation (Individual) | 5 |
| Homework , Assignments and Documents of Presentation | 5 |
| Total | 40 |

**The final evaluation**

The final evaluation will be based on written examination of 3 hours. This examination will be based on 100 marks test. The score obtained by the students in 100 full marks will be converted in 60% and included in final evaluation. The questions, their types and weightage of different units will be as describe below.

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| --- | --- | --- | --- | --- |
| **Types of questions** | **Level of the questions** | **Total questions** | **Weightage of each question** | **Total marks** |
| Group A  Multiple Choice Item | Knowledge and Comprehension | 10 | 1 | 10 |
| Group B  Short | Understanding and Skill | 4 | 5 | 20 |
| Group C  Analytic | Skill and Problem Solving | 4 | 10 | 40 |
| Group D  Case | Problem solving | 2 | 15 | 30 |