Certificate Course in Written Communication in English

Course Duration- 6 months

Credits- 4

Total hours- 60

Eligibility: 10+2 qualified students from a recognized Board

Objectives:

1. **To enable the students to comprehend the concepts of grammar**
2. **To develop an understanding of purpose specific writing**
3. **To enhance their skills of organized writing**

Unit-1

* Subject-Verb concord
* Tense: Aspect and modality
* Phrase and Clauses
* Complex Sentence and compound sentence

Unit-2

* Punctuation
* Foreign words
* Idioms and Phrases
* Phrasal verbs

Unit-3

* Essay writing
* Book review
* Précis writing
* Report writing

Unit-4

* Writing Emails
* Writing Minutes
* Designing Power-point Presentation

Unit-5

* Letter writing

Reading List:

* Letter to the Editor
* Business letters
* Letters of purchase
* Complaint letter
* Letter of enquiry
* Cover letter

Azar, B. *Fundamentals of English grammar*. Longman. 2003.

Beaumont, D. and Granger, C. *The Heinemann English Grammar*. Heinemann. 1992. Eastwood, J. *Oxford Practice Grammar*. Oxford University Press. 1999.

Murphy, R. *English Grammar in Use*.Cambridge University Press. 2012. Osmond, Alex. *Academic Writing and Grammar for Students*. SAGE, 2013. **Outcomes:**

* + **Students will have learned the basic conceptual grammar**
	+ **Students will be able to write efficiently for the specific requirements**
	+ **Students will be able to express themselves in an organized manner in written form**