

# **Course: Effective Writing**

**Course Code:** noc20-hs06

**Session:** 2019-20

**Duration:** 4 Weeks

**Assessment procedures:** Weekly Assignment (25%) + proctored certification Exam (75%)

## **Curriculum of the Course:**

### **Topics :**

Introduction to Effective Writing

Effective Writing as an Art

Principles of Effective Writing

Types and Stages of Effective Writing

Notions of Correctness and Appropriateness, Part I

Notions of Correctness and Appropriateness, Part II

Essay Writing

Types of Essays

Essentials of Academic Writing, Part I

Essentials of Academic Writing, Part II

Business Writing and its Functions

Mechanics of Business Writing

Business Letters and Memos

Format of Business Letters and Memos

Types of Business Letter

Sales, Complaint and Adjustment Letters

Report Writing

Strategies and Structure of Reports

Style of Report Writing

Creative Writing

**List of students enrolled**

S. No	Name of Student
1	Aman
2	Bhanu Pratap Singh
3	Aditya Mishra
4	Aman Chaturvedi
5	Aditi Sharma
6	Akshat Nama
7	Amisha Aggarwal
8	Anagh Kumar
9	Anika Sharma
10	Aniruddh Bhardwaj
11	Anshita Yadav
12	Anshshikha Agarwal
13	Anshuman Yadav
14	Piyush Arora
15	Ashita Rathi
16	Dhruv Nirwan
17	Pradeep Dhupar
18	Kartik Gupta
19	Harshika Kumari
20	Harsh Maheshwari
21	Hritik Gaur
22	Shobhit Jain
23	Rishi Sharma
24	Pradeep Jangid
25	Pradeep Kumar Meena
26	Manasvi Khatter

27	Mansi Jain
28	Manu Choudhary
29	Mulkit Sain
30	Naisha Gupta
31	Nishi Chouhan
32	Nishita Mathur
33	Raghav Gupta
34	Rajat Malik
35	Rajat Saini
36	Rohit-Verma
37	Ronak Vijayvergia
38	Ritesh Sharma
39	Ashik Saini
40	Samardeep Singh Chopra
41	Sanidhya Saxena
42	Sankit Sharma
43	Sarthak Agarwal
44	Shivam Todwal
45	Sabhyata Agarwal
46	Somendra Kholwar
47	Sonali Kumawat
48	Shikhar Gupta
49	Ujjwal Bansal
50	Pranaya Vashistha
51	Vishal Kumar Soni
52	Yash Gupta