

Course: Effective Writing

Course Code: noc21-hs44

Session: 2020-21

Duration: 8 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 | Rakshita Agarwal |
| 2 | Archit Bajpai |
| 3 | Shikhar Gupta |
| 4 | Khushboo Rathore |

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|----|-------------------------|
| 5 | Rashi Kinra |
| 6 | Kumari Ridhi |
| 7 | Kumari Sidhi |
| 8 | Kumkum Maurya |
| 9 | Manisha Balani |
| 10 | Navdeep Choudhary |
| 11 | Nicky Lakhisarani |
| 12 | Rohit-Verma |
| 13 | Arpit Jain |
| 14 | Shivansh Dosi |
| 15 | Abhijeet Singh Nathawat |
| 16 | Shubham Udsaria |
| 17 | Mohammed Younus |