

## **MADEENATHUL ULOOM ARABIC COLLEGE, PULIKKAL**

### **ADD ON CERTIFICATE COURSE ON WRITING SKILL: BASICS**

Offered by: IQAC & English Dept.

#### **Objectives:**

1. To get a thorough knowledge of the basics of writing skill.
2. To understand different rhetorical modes of writing.
3. To become well versed in the mechanics of writing.
4. To draft letters, emails, memos, short messages and posters.
5. To write reasonably well organized, well focused and grammatically proficient paragraph.
6. To write reasonably well organized, well focused stylistically and grammatically proficient essays on a given topic.

#### **Outcome:**

Upon completion of the course the learner is able to

1. Recognize the rhetorical mode of writing of a given text.
2. Use correct spelling, punctuation, grammar and vocabulary in writing.
3. Compose well-structured letters, emails, memos, messages and posters.
4. Write reasonably well organized and well-focused grammatically and stylistically proficient paragraph and essay on a given topic.

#### **Modules**

1. Introduction - four skills of language acquisition-receptive and productive skills
2. Rhetorical modes – descriptive, narrative, discursive, compare and contrast, expository
3. Mechanics of writing- spelling, punctuation, sentence construction, essential grammar
4. Writing practice – diary writing- messages -memos- announcements- posters
5. Practice – email- letter- CV-job application

6. Planning writing-pre-writing- brainstorming ideas- vocabulary- organizing
7. Drafting Paragraph: topic sentence, illustration, exposition, conclusion -self correction and editing- final draft
8. Drafting essay: Theses statement, topic sentences, illustration, substantiation, discourse markers, conclusion, self-correction, editing, final draft
9. Practice -discussion – assignment- peer correction - assessment- feedback- evaluation

### **Assessment Pattern**

4 Assessment Tests (20+20+20+40)

Total Marks: 100

### **Grading:**

- |                 |             |
|-----------------|-------------|
| A- 80 and above | D- 35 - 49  |
| B- 65 to 79     | E- Below 35 |
| C- 50 to 64     |             |

**Duration: 10 weeks (30 hours)**

### **WEEK 1**

1. Course Introduction- four skills-receptive& productive- academic integrity- survey- previous knowledge assessment
2. different modes of writing (rhetorical modes)- descriptive, narrative, interactive, argumentative, evaluative, expository – examples – assignment (one hour)
3. Mechanics of writing – spelling and punctuation- commonly misspelt words- how to learn spelling- punctuation- capitalization- period- comma- quotation marks- interrogation marks- exclamation marks- hyphen – parentheses etc. (one hour).

### **WEEK 2**

4. Practice exercise – assignment (one hour)
5. essential grammar- subject- predicate- types of sentences- assertive, interrogative, imperative, exclamatory- conversion-practice exercise (one hour)

6. verb- tenses – simple-continuous -practice (one hour)

### **WEEK 3**

7. Verb- tenses- perfect-perfect continuous-practice (one hour)

8. essential grammar- phrases and clauses- simple- complex - compound sentences- conversion- practice exercise (one hour)

9. active -passive sentences- direct -indirect speech-practice exercise (one hour)

### **WEEK 4**

10. vocabulary- parts of speech- practice (one hour)

**11. revision – quiz- assessment (20)**

12. writing -shopping list- message- announcement- invitation-memo- poster- (one hour)

### **WEEK 5**

13. practice-assignment (one hour)

14. email-letter-resume- job application (one hour)

15. practice- assignment (one hour)

### **WEEK 6**

**16. quiz & assessment (20 marks)**

17. writing paragraph- pre-writing- planning- brainstorming ideas- choosing vocabulary-organizing – (one hour)

18. drafting- topic sentence- illustration-substantiation- quotations- conclusion (one hour)

### **WEEK 7**

19. writing descriptive paragraph- guided writing and practice- assignment

20. writing narrative paragraph- guided writing and practice-assignment

21. writing argumentative paragraph- guided writing and practice- assignment

## **WEEK 8**

22. writing expository paragraph- guided writing and practice – assignment
23. compare and contrast- guided writing and practice-assignment
24. writing expository paragraph- guided writing and practice – assignment

## **WEEK 9**

### **25. Assessment (20 marks)**

26. Essay writing- planning- introduction- body paragraph- conclusion- practice
27. introduction- thesis statement- hook- funnel method- body paragraph- topic sentence- substantiation- discourse markers- conclusion- restatement of the topic sentence.

## **WEEK 10**

28. guided essay writing- topic selection- planning – brainstorming ideas- organizing
29. essay writing practice- introduction- thesis statement- body paragraphs- topic sentence- substantiation- conclusion- Assignment
30. **Assessment- essay writing. (40 marks)**