

**Non-Conventional Courses Cell**  
**Course Proposal Form**

I Ms. PALLA PANDIT Lecturer / Sr-Lecturer / in  
Dept of English, Dhempe College wish to conduct a **short duration** course details of  
which are as follows :

1. Name of the Course : WRITTEN ENGLISH
2. Duration of the Course : 1 MONTH (30 LECTURES)
3. Tentative Dates of the Course : 11<sup>th</sup> September to 29<sup>th</sup> September 2017
4. Course Fee : Rs. 300/- per student
5. Course Objective :

The learner should be able to write in English without  
any grammatical errors. They should be familiar with  
common compositions such as letters etc. which are used in  
everyday life and serve various practical purposes.

6. Course Content : (to be enclosed on separate sheet)

7. Faculty for the Course : Ms. PALLA PANDIT

(Number & Names)

a) ~~External~~

b)  Internal

8. Venue for the Course : DHEMPE COLLEGE OF ARTS & SCIENCE

9. Intake Capacity : 10 (ten)

10. Assistance required from the Non-Conventional Courses Cell

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Date : 11<sup>th</sup> September 2017

[Signature]  
Signature of the Co-ordinator

[Signature]  
Signature of the Convenor

[Signature]  
Approved by the Principal

## Written English

**Aim:** To simplify Written English for multidisciplinary learners and make the course content easily accessible in digital form.

**Course Objective:** The learner should be able to write in English without any grammatical errors. They should be familiar with formats of common compositions, such as letters, notices, précis writing, which are used in everyday life and serve various practical purposes.

### Course Content:

Module	Content	Approach	Assessment	Evaluation	Hours
I - Basic Grammar and Vocabulary	Parts of Speech	Offline	Offline Exercise	Mentor	01
	Articles	Online (7-10 minutes video)	Online Exercise	Mentor and Self	01
	Punctuation	Offline	Offline and Online Exercises	Mentor and Self	02
	Modal Auxiliaries	Online (7-10 minutes video)	Online Exercise	Mentor and Self	01
	Tenses	Offline	Offline and Online Exercises	Mentor	02
	Question Tags	Online (7-10 minutes video)	Online Exercise	Mentor and Self	01
	Reported Speech	Online (7-10 minutes video)	Offline and Online Exercises	Mentor and Self	02
II - Writing Composition	Letter Writing	Online (7-10 minutes video)	Offline and Online Exercises	Mentor and Self	02
	Writing Representation	Online (7-10 minutes video)	Offline and Online Exercises	Mentor, Self and Peer	01
	Report Writing	Offline	Offline and Online Exercises	Mentor, Self and Peer	01
	Essay Writing	Online (7-10 minutes video)	Offline and Online Exercises	Mentor, Self and Peer	01
	Note Making	Offline	Offline	Mentor and Self	02
	Notices/Agenda/Minutes of a Meeting	Online (7-10 minutes video)	Offline and Online Exercises	Mentor, Self and Peer	02
	Precis Writing	Offline	Offline and Online Exercises	Mentor, Self and Peer	01
III - Journalistic and Creative Writing	Drafting Advertisements	Online (7-10 minutes video)	Offline and Online Exercises	Mentor, Self and Peer	01
	Feature Writing	Online (7-10 minutes video)	Offline and Online Exercises	Mentor, Self and Peer	02

	Middle for Newspaper	Online (7-10 minutes video)	Offline and Online Exercises	Mentor, Self and Peer	01
	Writing Captions	Offline	Offline and Online Exercises	Mentor, Self and Peer	01
	Diary Writing	Offline	Offline and Online Exercises	Mentor, Self and Peer	01
	Autobiographical Writing	Online (7-10 minutes video)	Online Exercise	Mentor, Self and Peer	01
	Story Writing	Offline	Online Exercise	Mentor, Self and Peer	02
IV – Open Hours	Further explanation and discussion of the topics				02
<b>Total Number of Hours</b>					<b>30</b>

**Execution:**

1. Participants should enrol themselves in the course online through Google Forms.
2. Online course content will be delivered via Google Drive. Link will be sent to the participants on their email as an when material is made available online.
3. Videos will be both home-bred and from external sources.
4. Supporting course material will also be made available on Google Drive.
5. Assessment and Evaluation stages will be closely monitored by the mentor. Regular meetings will be held at the end of each module to discuss and further explain topics if necessary.

**References:**

1. B.A. Compulsory English Syllabus (Semester III & IV)
2. ICCR Spoken and Written English Syllabus, Department of English, Dhempe College of Arts and Science.
3. Course Design: edX MOOC learning platform.

**Submitted by:**



Ms. Palia Pandit  
Assistant Professor  
Dept. of English  
Dhempe College of Arts & Science, Miramar

### WRITTEN ENGLISH

NAME	Roll No.	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	TOTAL ATTENDANCE	
1. Vidya Ranjan Jena		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
2. Prasenjit Nayak		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
3. Laloni Behera		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
4. Pradyumn Kumar		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
5. Prasenjit Nayak		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
6. Prasenjit Nayak		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
7. Prasenjit Nayak		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
8. Prasenjit Nayak		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
9. Prasenjit Nayak		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
10. Prasenjit Nayak		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

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**Dhempe College of Arts and Science, Miramar, Panaji**

**Department of English**

**Value-added Course: Written English**

**Course Coordinator and Instructor:** Ms. Palia Pandit

**No. of Contact Hours:** 30

**Course duration:** 11th - 29th September 2017

**Number of Students enrolled:** 09

The value-added course on Written English was especially designed to suit the requirements of the students of BSc. It aimed at enhancement of the students' writing skills with respect to functional English.

Seven students from TY Biotech and two students from TY Chemistry opted for this course. This course was blended in nature, that is, it was partly online and partly offline. The online components in the form of text, audio and video contents were shared on Google Classroom, and offline instruction took place at the parent institution.

The students regularly submitted the exercises and successfully completed the course. Certificates were issued to them on 26th January 2018.

**Palia Pandit**

**Course Coordinator**