

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

I Ms. PAWA 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. PAWA 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:**



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