

## NIRMA UNIVERSITY

<b>Institute:</b>	Institute of International Studies
<b>Name of the Programme:</b>	Bachelor of Science (CSE) 2+2 Dual Degree
<b>Course Code:</b>	<del>HSXXX</del> <b>1HS104</b>
<b>Course Title:</b>	Effective Writing
<b>Course Type:</b>	Common
<b>Year of introduction:</b>	2022-2023

L	T	Practical component				C
		LPW	PW	W	S	
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### Course Learning Outcomes (CLOs):

At the end of the course the students will be able to:

1. organise ideas coherently and make arguments to express their position
2. develop their arguments clearly and correctly
3. illustrate different forms of writing
4. demonstrate ethical understanding and skills in writing

**Syllabus:**

**Total Teaching hours: 45**

**Theory Hours: 30**

Unit	Syllabus	Hours
Unit I	Introduction to writing, types, purpose, importance, audiences & their recognition	04
Unit II	Process of writing, organization, pre, post and rewriting, editing, concise writing, clarity, accuracy, avoiding obscure words, jargons, fog index, redundancies, gender neutral language, data visualization tools, precise writing.	06
Unit III	Ethics in writing, guide for ethical standards, plagiarism, copyright, referencing, citations, summarizing	04
Unit IV	Paragraph, essay writing, types of essays, argumentative, expository, narrative, and descriptive essays.	08
Unit V	Forms of writing, proposal writing, report writing, SOP writing, resume writing, web pages, presentations & tools	08



**Lab:** Lab work will be given to students in alignment with the theory classes. These sessions will enhance macro and micro-skills of written communication.

**Lab Session Plan**

**Lab Hours: 15**

Sr No.	Topics	Hours
1.	Paragraph Writing	2
2.	Expository Essays	2
3.	Narrative Essays	2
4.	Descriptive Essays	2
5.	Argumentative Essays	2
6.	Report Writing	2
7.	SOP	2
8.	Resume Writing	2
9.	Proposal Writing	2

**Self-Study:**

Self-study contents will be declared at the commencement of the semester. Around 10 % of the questions will be asked from the self-study contents.

**Suggested Readings/ References^:**

1. Writing Tools: 50 Essential Strategies for Every Writer, Roy Peter Clark, Little, Brown and Company; Special edition (10 January 2008).
2. The Science of Strong Business Writing, Bill Birchard, Harvard Business Review, 2021.
3. Technical Writing Process & Product, Sharon J. Gerson & Steven M. Gerson, Pearson, 1999.
4. Writing and publishing a scientific research paper, Subhash Chandra Parija and Vikram Kate, Springer/Singapore, 2021.
5. Effective Technical Communication (2nd edition), M. Ashraf Rizvi, McGraw Hill Education, 2018.
6. Effective Academic Writing, Alice Savage and Patricia Mayer, Oxford University Press, 2013.

L = Lecture, T = Tutorial, P = Practical, C = Credit

^ this is not an exhaustive list

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