

ENG2A03 ACADEMIC AND PROFESSIONAL SUCCESS

Module-I: The Process of Writing

Introduction to Academic Writing: What is Academic Writing - Purpose of Academic Writing – Types of Academic Writing – Features of Academic Writing.

Structuring the Essay: Planning an Essay- Brainstorming-Organizing and Outlining – Writing a Thesis Statement-Nature of Supporting Sentences-Writing Paragraphs-Structure of an Essay

Vocabulary for Writing: Selection of Vocabulary-Abbreviations - Choice of Nouns and Adjectives-Conjunctions and Prepositions-Prefixes and Suffixes-Synonyms- Common Errors.

Composing the Content: Writing Introductions and Conclusions-Ordering the Paragraphs-Proof Reading and Editing-Finalizing the Final Draft.

Module-II: Elements of Writing

Shaping Strategies: Discussions, Persuasions and Arguments-Comparison and Contrast- Cause and Effect- Defining and Classifying Problems and Solutions.

Mechanics and Conventions of Writing: Punctuation, Use of Articles, Relevance of Examples, Generalizations, Academic Style.

Module-III: Writing for Professional purposes I

Writing Reviews: Reviewing Books – Reviewing Movies – Writing Product Reviews- Writing Case Studies

Writing Reports: Feasibility Report, Progress Reports, Evaluative Reports

Surveys: Conducting Surveys- Designing Questionnaires, Collecting Data - Writing Descriptive Reports

Module-IV: Writing for professional purposes II

Writing CVs

Letter Writing: Transmittal and Cover Letters - Emails

Writing Summaries

Writing Memos

Writing Blogs

Etiquette in writing