

**ALPHONSA COLLEGE THIRUVAMBADY  
DEPARTMENT OF ENGLISH**



**Certificate Course on  
Advanced Writing Skills.  
(ENGCC02)**

Coordinator: Mr. Sebastian Cherian

**Fee Structure:**

Total Fees	:INR 500 (Per student)
Duration of the course	: 3 Months
Total Hours	:30

## **ENGCC01 : Advanced Writing Skills**

Course Code	ENG1A01
Title of the Course	Advanced Writing Skills
Semester in which the Course is to be Taught	2
No. of Contact Hours	30

### **OBJECTIVE OF THE COURSE:**

- a. To understand the conventions of writing essays
- b. Learn the structure of a five-paragraph essay
- c. Use various strategies to write the lead-in and introduction
- d. Write a clear thesis statement and essay map
- e. Write an essay that demonstrates unity, coherence, and completeness.
- f. To learn the forms and conventions of different types of letters
- g. To practice writing different types of letters
- h. To practice letter writing skills needed for exam success
- i. To learn a correct structure of formal and informal letters

### **COURSE OUTCOME:**

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

- a. Write an essay with a topic sentence, support, and concluding sentence.
- b. Write his/her views and opinions in a few words possible
- c. Produce coherent and unified paragraphs with adequate support and detail
- d. Write an effective introduction and conclusion

- e. Produce a well-organized academic essay himself/herself
- f. Produce appropriate vocabulary and correct word forms
- g. Use a variety of accurate sentence structures
- h. Use language as an effective tool of communication
- i. Follow conventions of formal/ informal letters with respect to layout, appropriate register, sense of audience etc.
- j. Recognize and demonstrate use of appropriate vocabulary, style and tone in formal and informal letters.

## **COURSE DETAILS ( SYLLABUS)**

### **MODULE I (5 HOURS)**

Introduction-Essay as a mode of Communication-Common difficulties in writing a well structured essay –Steps in planning an essay-Process of writing an essay-Pre writing, brain storming drafting and revising.

### **MODULE II (10 HOURS)**

Types of essays-Narrative essay- Persuasive essay- Argumentative essay-Argumentation strategies in writing-Use of rhetorical devices in formal writing-Structure of well planned essay – Audience analysis-Use of appropriate voice-Writing introductory paragraph-Body paragraphs-Concluding paragraph-Revising the final draft.

### **MODULE III ( 7 HOURS)**

Letter as a mode of communication-Types of letters-Formal and Informal letters-Lay out of

Informal and Formal Letters-Informal Letter-Tone and register, Sense of Audience.

### **MODULE IV . (8 HOURS)**

Formal letter-Tone and register of Formal letter-Letter of Complaint-Covering Letter-Letter to the Editor-Leave Letters-Letter of enquiry- Order letter- Sales letter- Promotion Letter.

## **MODE OF EVALUATION**

1. Assignment
2. Written Test
3. Practice Session

## **ACKNOWLEDGEMENT**

This Programme has been approved by the Academic Council, Alphonsa College Thiruvambady.

## **PROFILE OF THE TEACHER:**



Sebastian Cherian (MA. B.Ed., SET) has 22 Years of teaching experience which includes Secondary, Senior Secondary & University level. He has worked as an English Language Teacher at different Educational Institutions under different curricula ( State Board, CBSE, ICSE, IGCSE and IB) in different countries ( Royal Govt. of Bhutan, Sultanate of Oman, Republic of Maldives & the United Arab Emirates). At present he works as the Head of the Department of English, Alphonsa College Thiruvambady.