

**5<sup>th</sup> SEMESTER**  
**SKILL ENHANCEMENT COURSES (SEC)**  
*(English)*

**EN517S: ENGLISH WRITING SKILLS**

**CREDITS: THEORY: 2, PRACTICAL: 2**

**THEORY (2 CREDITS)**

**OBJECTIVES:**

**To enable the students to:**

- Acquire fundamentals of writing skills in English.
- Acquire practical knowledge in Business Correspondence.
- Introduce the students to the role, features and use of English for business purposes.

**Unit I:**

- Understanding written communication (writing process); considering audience and purpose.
- Principle of **CODER**; Collection of Ideas (free writing, brainstorming, clustering, looping) organization; Drafting, Editing; Redrafting.
- Phonetic transcription of words and sentences

**Unit II:**

- Types of Official Correspondence; Official letters – Demi-official letters - Features.
- Letter Writing: Mechanics and format; Writing and replying to the letters of request, complaint, jobs; Ordering of goods, thanks, invitations.
- Writing of emails, Curriculum Vitae (CV)
- Preparing minutes of meeting: Format of minutes; Language and style of minutes.
- Writing announcements, circulars, notices and agenda; Writing Notes (Arrangements, inquiries, requests, apologies and explanations)

**PRACTICAL (2 CREDITS) Unit III & IV)**

- Writing Paragraphs of different types on different topics.
- Writing letters of different types using proper format.
- Writing emails and CV's.