

UNIVERSITY OF KALYANI

Syllabus of the UG-CBCS Programme in

English General

2018 onward

23-Aug-18

UG-CBCS Syllabus
Subject: ENGLISH (General)

This document contains following sections:

- A. Total number of course**
- Table 1: Credit-wise distribution
 - Table-2: Semester-wise distribution
 - Table-3: Course & semester-wise distribution

- B. Semester-wise detail content of UG-CBCS syllabus**

A. TOTAL Number of courses in UG-CBCS (B.A.GENERAL):

Types of course	Core course (CC)	Elective course		Ability Enhancement Course		TOTAL
		Discipline specific elective course (DSE)	Generic elective course (GE)	Ability Enhancement compulsory course (AECC)	Skill Enhancement course (SEC)	
No. of course	12	6(BSc)/4(BA/B.Com)	2((BA/B.Com)	2	4	24
Credit/ course	6	6	6	2	2	120

TABLE-1: DETAILS OF COURSES OF B.A./B.SC./B.COM. (GENERAL) UNDER CBCS

S.No.	Particulars of Course	Credit Point
1.	Core Course: 14 Papers	Theory + Tutorial
I.A.	Core Course: Theory (12 papers)	12x5 = 60
I.B.	Core Course (Practical/Tutorial)* (12 papers)	12x1 = 12
2.	Elective Courses: (6 papers)	
A.	DSE (6 papers for B.Sc./4 papers for B.A. & B.Com.)	4x5 = 20
B.	DSE (Pract./Tutor.)* (6 papers for B.Sc./4 for B.A. & B.Com.)	4x1 = 4
C.	GE (Interdisciplinary) (2 papers for B.A. & B.Com.)	2x5 = 10
D.	GE (Pract./Tutor.)* (4 papers) (2 papers for B.A. & B.Com.)	2x1 = 2
3. Ability Enhancement Courses		
A.	AECC (2 papers of 2 credits each) ENVS, English Communication/ MIL	2x2 = 4
B.	Skill Enhancement Course (SEC) (4 papers of 2 credits each)	4x2 = 8
Total Credit:		120

TABLE-2: SEMESTER-WISE DISTRIBUTION OF COURSES & CREDITS IN B.A./B.COM.GENERAL

Courses/(Credits)	Sem-I	Sem-II	Sem-III	Sem-IV	Sem-V	Sem-Vi	Total No. of Courses	Total credit
CC-1,2(6)	2(1A,2A)	2 1B,2B)	2(1C,2C)	2(1D,2D)			8	48
Language C-1,2 (6)	1(L 1-1)	1(L 2-1)	1(L 1-2)	1(L 2-2)			4	24
DSE(6)	-	-	-	-	2(1A,2A)	2(1B,2B)	4	24
GE(6)					1(GE-1)	1(GE-2)	2	12
AECC(2)	1	1					2	04
SEC(2)			1	1	1	1	4	08
Total No. of Courses/Sem.	4	4	4	4	4	4	24	--
Total Credit /Semester	20	20	20	20	20	20	--	120

TABLE-3: SEMESTER & COURSE WISE CREDIT DISTRIBUTION IN B.A.GENERAL)
(6 Credit: 75 Marks)

SEMESTER-I			
Course Code	Course Title	Course wise Class(L+T+P)	Credit
ENGH-G-LCC-T-1	Indian Writing in English **	Core (Language 1)	6
ENGH-G-CC-T-1	British Poetry and Drama:17 th and 18 th Centuries	Core	6
		Core	6
ENGH-G-AECC-T-1	English Communication (L1) *	AECC	2
Total	4courses	Total	20
SEMESTER-II			
Course Code	Course Title	Course Nature	Credit
		Core (Language 2)	6
ENGH-G-CC-T-2	British Literature:18 th Century	Core	6
		Core	6
		AECC (L2)	2
Total	4courses	Total	20
SEMESTER-III			
Course Code	Course Title	Course Nature	Credit
ENGH-G-LCC-T-2	Literature of the British Isles **	Core (Language 1)	6
ENGH-G-CC-T-3	British Romantic Literature	Core	6
		Core	6
ENGH-G-SEC-T-1	English Language Teaching *	SEC	2
Total	4courses	Total	20
SEMESTER-IV			
Course Code	Course Title	Course Nature	Credit
		Core (Language 2)	6
ENGH-G-CC-T-4	British Literature:19 th Century	Core	6
		Core	6
ENGH-G-SEC-T-2	Soft Skills *	SEC	2
Total	4courses	Total	20
SEMESTER-V			
Course Code	Course Title	Course Nature	Credit
ENGH-G-DSE-T-1	Modern Indian Writing in English Translation	DSE	6
		DSE	6
ENGH-G-GE-T-1	Academic Writing and Composition **	GE	6
ENGH-G-SEC-T-3	Business Communication *	SEC	2
Total	4courses	Total	20
SEMESTER-VI			
Course Code	Course Title	Course Nature	Credit
ENGH-G-DSE-T-2	Partition Literature	DSE	6
		DSE	6
ENGH-G-GE-T-2	Contemporary India: Women and Empowerment **	GE	6
ENGH-G-SEC-T-4	Technical Writing *	SEC	2
Total	4courses	Total	20
Total(All semesters)	24 courses	Total	120

❖ **COURSE CODE & COURSE TITLE:**

❖ Each paper of any course denoted by (2-4 letters Subject Code--Honours/General (H/G)--Course Type(CC/GE/DSE)-(Theory/Tutorial/Practical)-Numberofcourse.Ex.-Chemistry-CHEM-H-CC-T-1)

A. Language Compulsory courses (LCC)

1. ENGH-G-LCC-T-1:Indian Writing in English **

2. ENGH-G-LCC-T-2:Literature of the British Isles **

B. Core Courses (CC)

1. ENGH-G-CC-T-1:British Poetry and Drama:17th and 18th Centuries
2. ENGH-G-CC-T-2:British Literature:18th Century
3. ENGH-G-CC-T-3:British Romantic Literature
4. ENGH-G-CC-T-4:British Literature:19th Century

C. Generic Discipline specific elective courses (DSE)

1. ENGH-G-DSE-T-1:Modern Indian Writing in English Translation
2. ENGH-G-DSE-T-2: Partition Literature

D. Generic elective courses (GE):

1. ENGH-G-GE-T-1:Academic Writing and Composition **
2. ENGH-G-GE-T-2: Contemporary India: Women and Empowerment **

D. Ability enhancement compulsory courses (AECC)

1. ENGH-G-AECC-T-1:English Communication(L1/L2) *

E. Skill enhancement courses (SEC)

1. ENGH-G-SEC-T-1:English Language Teaching *
2. ENGH-G-SEC-T-2:Soft Skills *
3. ENGH-G-SEC-T-3:Business Communication *
4. ENGH-G-SEC-T-4:Technical Writing *

* ***Introduction to Undergraduate English: Book I. Cambridge University Press, 2018. is the only prescribed textbook for these courses***

** ***Introduction to Undergraduate English: Book II. Cambridge University Press, 2018. is the only prescribed textbook for these courses***

Instructions for question papers in end-semester evaluation for CC1-4, DSE 1-2, LCC1-2

- a. In each of the following papers (wherever a note linked to these instructions appears) the texts will be segregated into two different groups; Group A and Group B.
- b. Only 2 and 5 marks questions are to be set from texts in Group A and 10 marks questions are to be set from texts in Group B.
- c. In Group A, for 2 and 5 marks questions, at least one question must be set from each text/author.
- d. In Group B, at least one question carrying 10 marks is to be set from each text/author. In case of more than one question is set from a text/author those questions should be offered as alternative to each other.
- e. Ten (out of sixteen) questions carrying 2 marks each should be answered by students.
- f. Four (out of nine) questions carrying 5 marks each should be answered by students.
- g. Two (out of four) questions carrying 10 marks each should be answered by students.

**B.A. ENGLISH
(General)
SEMESTER-I**

CourseCode	CourseTitle	Course Type	Credit	FullMarks
ENGH-G-LCC-T-1	Indian Writing in English	Core (Language 2)	6	60+15=75

Textbook: *Introduction to Undergraduate English: Book II. Cambridge University Press, 2018* is the only prescribed textbook for this course

[See

Instructions for question papers in end-semester evaluation for CC1-4, DSE 1-2, LCC1-2 on Page 3 of this document]

Group	Texts	Marks of questions to be set	Numbers of questions to be set
A	R.K. Narayan. "Selvi"	2,5	16 X2; 9X5
	H.L.V. Derozio. "The Orphan Girl"	2,5	
	Toru Dutt. "Our Casuarina Tree"	2,5	
	Kamala Das. "Introduction"	2,5	
	Jayanta Mahapatra. "Dawn at Puri"	2,5	
B	Nirad C Chaudhuri. "My Birthplace"	10	4X10
	Rabindranath Tagore. <i>The Post Office</i>	10	

**B.A. ENGLISH
(General)
SEMESTER-I**

CourseCode	CourseTitle	Course Type	Credit	FullMarks
ENGH-G-CC-T-1	British Poetry and Drama: 17 th and 18 th Centuries	Core	6	60+15

[See

Instructions for question papers in end-semester evaluation for CC1-4, DSE 1-2, LCC1-2 on Page 3 of this document]

Group	Texts	Marks of questions to be set	Numbers of questions to be set
A	John Milton. <i>Paradise Lost</i> . Bk. I	2,5	16 X2; 9X5
	Alexander Pope. <i>The Rape of the Lock</i> . (Books I and II)	2,5	
B	John Webster. <i>The Duchess of Malfi</i> .	10	4X10
	Aphra Behn. <i>The Rover</i> .	10	

**B.A. ENGLISH
(General)
SEMESTER-I**

CourseCode	CourseTitle	Course Type	Credit	FullMarks
ENGH-G-AECC-T-1	English Communication(L1)	AECC	2	50

Textbook: *Introduction to Undergraduate English: Book I. Cambridge University Press, 2018.* is the only prescribed textbook for this course

Objective:

The purpose of this course is to introduce students to the theory, fundamentals and tools of communication and to develop in them vital communication skills which should be integral to personal, social and professional interactions. One of the critical links among human beings and an important thread that binds society together is the ability to share thoughts, emotions and ideas through various means of communication: both verbal and non-verbal. In the context of rapid globalization and increasing recognition of social and cultural pluralities, the significance of clear and effective communication has substantially enhanced.

The present course hopes to address some of these aspects through an interactive mode of teaching-learning process and by focusing on various dimensions of communication skills. Some of these are

: Language of communication, various speaking skills such as personal communication, social interactions and communication in professional situations such as interviews, group discussions and office environments, important reading skills as well as writing skills such as report writing, note-taking etc.

While, to an extent, the art of communication is natural to all living beings, in today's world of complexities, it has also acquired some elements of science. It is hoped that after studying this course, students will find a difference in their personal and professional interactions. Therecommended readings given at the end are only suggestive; the students and teachers have the freedom to consult other materials on various units/topics given below. Similarly, the questions in the examination will be aimed towards assessing the skills learnt by the students rather than the textual content of the recommended books.

- 1. Introduction:** Theory of Communication, Types and modes of Communication
- 2. Language of Communication:** Verbal and Non-verbal (Spoken and Written), Personal, Social and Business, Barriers and Strategies, Intra-personal, Inter-personal and Group communication
- 3. Speaking Skills:** Monologue, Dialogue, Group Discussion, Effective Communication/Mis-Communication, Interview, Public Speech
- 4. Reading and Understanding** Close Reading, Comprehension, Summary Paraphrasing, Analysis and Interpretation, Translation (from Indian language to English and vice-versa) Literary/Knowledge Texts
- 5. Writing Skills**
Documenting, Report Writing, Making notes, Letter writing

Readings:

1. *Fluency in English*- Part II, Oxford University Press, 2006.
2. *Business English*, Pearson, 2008.
3. *Language, Literature and Creativity*, Orient Blackswan, 2013.

**B.A. ENGLISH
(General
SEMESTER-II**

CourseCode	CourseTitle	Course Type	Credit	FullMarks
ENGH-G-CC-T-2	British Literature: 18 th Century	Core	6	60+15=75

[See

Instructions for question papers in end-semester evaluation for CC1-4, DSE 1-2, LCC1-2 on Page 3 of this document]

Group	Texts	Marks of questions to be set	Numbers of questions to be set
A	Samuel Johnson. "London".	2,5	16 X2; 9X5
	Thomas Gray. "Elegy Written in a Country Churchyard".	2,5	
	Eliza Heywood. <i>Fantomina</i> .	2,5	
B	William Congreve. <i>The Way of the World</i> .	10	4X10
	Jonathan Swift. <i>Gulliver's Travels</i> (Books I & II)	10	

**B.A. ENGLISH
(General)
SEMESTER-III**

CourseCode	CourseTitle	Course Type	Credit	FullMarks
ENGH-G-LCC-T-2	Literature of the British Isles	Core (Language 1)	6	60+15=75

Textbook: *Introduction to Undergraduate English: Book II. Cambridge University Press, 2018.* is the only prescribed textbook for this course

[See

Instructions for question papers in end-semester evaluation for CC1-4, DSE 1-2, LCC1-2 on Page 3 of this document]

Group	Texts	Marks of questions to be set	Numbers of questions to be set
A	Katherine Mansfield. "The Doll's House"	2,5	16 X2; 9X5
	William Shakespeare. Sonnet XVIII	2,5	
	John Milton. "On His Blindness"	2,5	
	William Wordsworth. "She dwelt among Untrodden Ways"	2,5	
	Louis MacNeice. "Prayer before Birth"	2,5	
B	George Bernard Shaw. "Freedom"	10	4X10
	Lady Gregory. <i>The Rising of the Moon</i>	10	

**B.A. ENGLISH
(General)
SEMESTER-III**

CourseCode	CourseTitle	Course Type	Credit	FullMarks
ENGH-G-CC-T-3	British Romantic Literature	Core	6	60+15=75

[See

Instructions for question papers in end-semester evaluation for CC1-4, DSE 1-2, LCC1-2 on Page 3 of this document]

Group	Texts	Marks of questions to be set	Numbers of questions to be set
A	William Blake. "The Lamb", "The Chimney Sweeper", "The Tyger", the Introduction to <i>The Songs of Innocence</i> .	2,5	16 X2; 9X5
	Robert Burns. "A Bard's Epitaph" and "Scots WhaHae"		
	Samuel Taylor Coleridge. "Kubla Khan", "Dejection: An Ode"		
	John Keats. "Ode to a Nightingale", "Bright Star", "To Autumn"		
	Percy Bysshe Shelley. "Ode to the West Wind"		
B	William Wordsworth. "Tintern Abbey"	10	4X10
	George Gordon Byron. Canto IV. Verses 178-86. <i>Childe Harold's Pilgrimage</i> .		

ll. 1594-1674.		
Mary Shelley. <i>Frankenstein</i> .		

**B.A.ENGLISH
(General)
SEMESTER-III**

CourseCode	CourseTitle	Course Type	Credit	FullMarks
ENGH-G-SEC-T-1	English Language Teaching	SEC	2	50

Textbook: *Introduction to Undergraduate English: Book I. Cambridge University Press, 2018.* is the only prescribed textbook for this course

Any four of the following topics

1. Knowing the Learner
2. Structures of English Language
3. Methods of teaching English Language and Literature
4. Materials for Language Teaching
5. Assessing Language Skills
6. Using Technology in Language Teaching

Further Readings

1. Penny Ur, *A Course in Language Teaching: Practice and Theory*. CUP, 1996.
2. Marianne Celce-Murcia, Donna M. Brinton, and Marguerite Ann Snow, *Teaching English as a Second or Foreign Language*. Cengage Learning, 4th ed, 2014.
3. Adrian Doff, *Teach English: A Training Course For Teachers*. Cambridge UP, 1988.
4. *Business English*. Pearson, 2008.
5. Diane Larsen-Freeman. *Techniques and Principles in Language Teaching*. OUP, 1986.
6. Patsy M. Lightbown and Nina Spada. *How Languages are Learned*. 4th ed. OUP, 2013.
7. Geetha Nagaraj. *English Language Teaching: Approaches, Methods, Techniques*. Orient Blackswan, 2010.
8. Jack C Richards and Theodore S Richards. *Approaches and Methods in Language Teaching*. CUP, 2001.

**B.A.ENGLISH
(General)
SEMESTER-IV**

CourseCode	CourseTitle	Course Type	Credit	FullMarks
ENGH-G-CC-T-4	British Literature: 19 th Century	Core	6	60+15=75

[See

Instructions for question papers in end-semester evaluation for CC1-4, DSE 1-2, LCC1-2 on Page 3 of this document]

Group	Texts	Marks of questions to be set	Numbers of questions to be set
A	Alfred Tennyson. "Ulysses"	2,5	16 X2; 9X5
	Robert Browning. "My Last Duchess"	2,5	
	Christina Rossetti. 1 st Stanza. "The Goblin Market". 1862. ll.1-31.	2,5	
B	Charlotte Brontë. <i>Jane Eyre</i> . 1847. 3 rd ed. Norton Critical Edition. 2016.	10	4X10
	Charles Dickens. <i>Hard Times</i> . 1854. 4 th ed. Norton Critical Edition. 2015.	10	
	Thomas Hardy. <i>Tess of the d'Urbervilles</i> . 1891-92. 3 rd ed. Norton Critical Edition. 1991.	10	

**B.A.ENGLISH
(General)
SEMESTER-IV**

CourseCode	CourseTitle	Course Type	Credit	FullMarks
ENGH-G-SEC-T-2	Soft Skills	SEC	2	50

Textbook: *Introduction to Undergraduate English: Book I. Cambridge University Press, 2018.* is the only prescribed textbook for this course

Topics and skills to be learnt

1. Team work
2. Emotional Intelligence
3. Adaptability
4. Leadership
5. Problem solving

**B.A.ENGLISH
(General)
SEMESTER-V**

CourseCode	CourseTitle	Course Type	Credit	FullMarks
ENGH-G-DSE-T-1	Modern Indian Writing in English Translation	DSE	6	60+15=75

[See

Instructions for question papers in end-semester evaluation for CC1-4, DSE 1-2, LCC1-2 on Page 3 of this document]

Group	Texts	Marks of questions to be set	Numbers of questions to be set
A	Premchand. "The Shroud". <i>New Penguin Book of Classic Urdu Stories</i> . Ed. M. Assaduddin. Penguin, 2006.	2,5	16 X2; 9X5
	Ismat Chughtai. "The Quilt". <i>Lifting the Veil: Selected Writings of Ismat Chughtai</i> . Tr. M. Assaduddin. Penguin, 2009.	2,5	
	Gurdial Singh. "A Season of No Return". <i>Earthy Tones</i> . Tr. RanaNayar. Fiction House, 2002.	2,5	
	Fakir Mohan Senapati. "Rebati". <i>Oriya Stories</i> . Ed. Vidya Das. Tr. KishoriCharan Das. Srishti, 2000.	2,5	
	G.M. Muktibodh. "The Void" (Tr. VinayDharwadker) and "So Very Far" (tr. Vishnu Khare and AdilJussawala). <i>Oxford Anthology of Modern Indian Poetry</i> . OUP, 2000.	2,5	
	Amrita Pritam. "I Say unto Waris Shah" (Tr. N.S.Tasneem). <i>Modern Indian Literature: An Anthology. Plays and Prose. Vol.3</i> . Ed. K. M. George. Sahitya Akademi, 1992.	2,5	
	Thangjam Ibopishak Singh. "Dali, Hussain, or Odour of Dream, Clours of Wind" and "The Land of the Half-Humans". Tr. Robin S. Ngangom. <i>The Anthology of Contemporary Poetry from the Northeast</i> . NEHU, 2003.	2,5	
B	Rabindranath Tagore. <i>Red Oleanders</i> or DharamveerBharati. <i>Andha Yug</i> . Tr. AlokBhalla. OUP	10	4X10
	G. KalyanRao. <i>Untouchable Spring</i> . Tr. AlladiUma and M. Sridhar. Orient Blackswan.	10	

**B.A. ENGLISH
(General)
SEMESTER-V**

CourseCode	CourseTitle	Course Type	Credit	FullMarks
ENGH-G-GE-T-1	AcademicWritingand Composition	GE	6	60+15=75

Textbook: *Introduction to Undergraduate English: Book II. Cambridge University Press, 2018.* is the only prescribed textbook for this course

Academic Writing andComposition(Any four)

1. Introduction to the Writing Process
2. Introduction to the Conventions of Academic Writing
3. Writing in one's own words: Summarizing and Paraphrasing
4. Critical Thinking: Syntheses, Analyses, and Evaluation
5. Structuring an Argument: Introduction, Interjection, and Conclusion
6. Citing Resources; Editing, Book and Media Review

**B.A.ENGLISH
(General)
SEMESTER-V**

CourseCode	CourseTitle	Course Type	Credit	FullMarks
ENGH-G-SEC-T-3	Business Communication	SEC	2	50

Textbook: *Introduction to Undergraduate English: Book I. Cambridge University Press, 2018.* is the only prescribed textbook for this course

Any four of the following

1. Introduction to the essentials of Business Communication: Theory and Practice
2. Citing references, and using bibliographical and research tools
3. Writing a project report
4. Writing reports on fieldwork/visits to industries, business concerns etc./
business negotiations
5. Summarizing annual report of companies
6. Writing minutes of meetings
7. E-correspondence
8. Spoken English for business communication (viva for internal assessment)
9. Making oral presentations (viva for internal assessment)

**B.A.ENGLISH
(General)
SEMESTER-VI**

CourseCode	CourseTitle	Course Type	Credit	FullMarks
ENGH-G-DSE-T-2	PartitionLiterature	DSE	6	60+15=75

[See

Instructions for question papers in end-semester evaluation for CC1-4, DSE 1-2, LCC1-2 on Page 3 of this document]

Group	Texts	Marks of questions to be set	Numbers of questions to be set
A	Dibyendu Palit, 'Alam's Own House', tr. Sarika Chaudhuri, <i>Bengal Partition Stories: An Unclosed Chapter</i> , ed. Basabi Fraser. London: Anthem Press, 2008. pp. 453–72.	2,5	16 X2; 9X5
	Manik Bandyopadhyay, 'The Final Solution', tr. Rani Ray, <i>Mapmaking: Partition Stories from Two Bengals</i> , ed. Debjani Sengupta. New Delhi: Srishti, 2003. pp. 23–39.	2,5	
	Sa'adat Hasan Manto, "Toba Tek Singh", in <i>Black Margins: Manto</i> , tr. M. Asaduddin. New Delhi: Katha, 2003. pp. 212–20.	2,5	
	Lalithambika Antharajanam. "A Leaf in the Storm". Tr. K. Narayana Chandran, in <i>Stories about the Partition of India</i> . Ed. Alok Bhalla. New Delhi: Manohar, 2012. pp. 137–45.	2,5	
	Faiz Ahmad Faiz. "For Your Lanes, My Country" in <i>In English: Faiz Ahmad Faiz, A Renowned Urdu Poet</i> . Tr. and ed. Riz Rahim. California: Xlibris, 2008. p. 138.	2,5	
	Gulzar. "Toba Tek Singh". Tr. AnisurRahman, in <i>Translating Partition</i> . Ed. Tarun Saint et al New Delhi: Katha, 2001. p. x.	2,5	
B	Intizar Husain, <i>Basti</i> . Tr. Frances W. Pritchett. New Delhi: Rupa, 1995.	10	4X10
	Amitav Ghosh. <i>The Shadow Lines</i> .	10	

**B.A.ENGLISH (General)
SEMESTER-VI**

CourseCode	CourseTitle	Course Type	Credit	FullMarks
ENGH-G-GE-T-2	Contemporary India: Women and Empowerment		2	50

Textbook: *Introduction to Undergraduate English: Book II. Cambridge University Press, 2018* is the only prescribed textbook for this course

1. Social Construction of Gender (Masculinity and Femininity) and Patriarchy
2. History of Women's Movements in India (Pre-independence, post-independence)
Women, Nationalism, Partition, Women and Political Participation
3. Women and Law, Women and the Indian Constitution, Personal Laws (Customary practices on inheritance and Marriage),(Supplemented by workshop on legal awareness)
4. Women and Environment: State interventions, domestic violence, female foeticide, sexual harassment
5. Female Voices: *Rokeya Shekhawat Hossein. Sultana's Dream*.
6. Dalit Discourse: Sharmila Rege. "Dalit Feminist Standpoint". *Gender and Caste*. Ed. A. Rao. Kali for Women, 2003.

**B.A.ENGLISH (General)
SEMESTER-VI**

CourseCode	CourseTitle	Course Type	Credit	FullMarks
ENGH-G-SEC-T-4	TechnicalWriting	SEC	2	50

Textbook: *Introduction to Undergraduate English: Book I. Cambridge University Press, 2018* is the only prescribed textbook for this course

1. Communication: Language and communication, differences between speech and writing, distinct features of speech, distinct features of writing
2. Writing skills: Selection of topic, thesis statement, developing the thesis, introductory,

transitional and concluding paragraphs. Linguistic unity, coherence and cohesion, descriptive, narrative, expository and argumentative writing.

3. Technical writing: scientific and technical subjects; formal and informal writings; formal writings; formal writings/ reports, handbooks, manuals, letters, memorandum, notices, agenda, minute, common errors to be avoided