

St. Aloysius' College, (Autonomous),

Reaccredited 'A+' by NAAC (CGPA – 3.68/4.00)

College with Potential for Excellence by UGC

DST FIST Supported & Star College Scheme by DBT
Jabalpur (M.P.), India

Subject : **Functional English**
Class : **B.A. Part-III**
Paper : **I**
Title : **Writing Skills**
Maximum Marks : **40**

Course Objective:

- To define the specific outcomes or competencies to be achieved in terms of skills, knowledge, attitude and values
- To develop ability to combine previous experiences with new material to form a whole new structure
- To develop good reading strategies
- To structure paragraphs and sentences
- To be able to organize thoughts in writing

Course Outcome

To develop writing skills by introduction of different types of text to acquire knowledge of writing and drafting different types of letters, reports and technical writing.

Note: The syllabus of BA- III consists of two theory papers of 40 marks each and there will be 20 marks for the Internal Assessment. Out of the 20 marks allocated for the Internal Assessment, 10 marks are assigned for each assessment held at the interval of 03 months and 06 months respectively. In addition of this there will be Practical Examination of 50 marks.

The scheme of examination and the allotment of marks shall be as under:-

Section A	Objective Type Questions (One question to be set from each unit)	5x1=5 Marks
Section B	Short Answer Type Questions Ten Questions (Two from each unit) to be set five to be attempted.	5x2=10 Marks
Section C	Long Answer Type Questions Ten questions(two from each unit) And five to be attempted.	5X5= 25 Marks
	TOTAL	40 marks

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Unit I	(a) Narrating a sequence of events from different points of view (b) Writing anecdotes and appeal.
Unit II	a) Agenda and the Minutes of a Meeting (b) Notices, Circulars and Orders
Unit III	(a) Correspondence (b) Official & commercial Correspondence (c) Importance of Technical Writing (d) Technical Report Writing (e) Technical Description of Objects and Process
Unit IV	(a) Applications (b) Grievances/Complaints (c) Dialogue Writing
Unit V	(a) Report Writing (b) Feature Writing

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