

Shri Govind Guru University

B.Com Syllabus

Semester-VI

Subject : SS Writing Skill

Objectives:

The objective of the course is to provide the students with an opportunity to improve their writing skills which will be useful to them in their communications.

Number of credits: 2

Lectures per week: 2 of one hour each

Total sessions: 30

Unit	Weightage
Unit I	25%
Unit II	25%
Unit III	25%
Unit IV	25%
Total	100%

Unit – I

- What is writing?
- The Sentence
- The Phrase
- Kinds of Sentences
- Parts of Sentence
- Parts of Speech

Unit – II

- Articles
- Types of Sentences
- What is a Paragraph?
- Construction of a Paragraph
- Linkage and Cohesion
- Example
- Exercise

Unit – III

- Academic Essay Writing
- Precis Writing
- Letter Writing
- Memo
- Covering Letter
- Resume writing

Unit – IV

- Writing e-mails
- Attachments
- Sending e-mails
- Replying to e-mails

Reference:

1. Improve Your Writing Skills by Graham King – HarperCollins
2. College Writing Skills With Readings by John Langan – TMH
3. The Oxford Essential Guide to Writing Thomas S. Kane – Berkley
4. English Skills Real Writing 3 With Answers By Gower – Cambridge
5. A Practical Course for Developing Writing Skills in English by Gangal J. K. - PHI