

3.5 ACADEMIC ENGLISH (Open Elective)

Objectives:

- to help students gain confidence in writing academic prose.
- to take students with an intermediate ability in English through the techniques of effective essay-writing.
- to guide students through the phases of pre-writing, writing, reviewing and revising.

Unit I

Process Writing

Pre-writing ; Getting Ready to Write.

Unit II

The Structure of an Essay

Outlining an Essay

Introductions & Conclusions

Unity & Coherence.

Unit III

Essays for Examinations

Sample Essays

Sample Information Letter

Sample Personal Statement

Sample CV-s

Writing Reports

Writing a Short Research Paper.

(The contents of the course are taken mainly from the book, *Academic Writing: from Paragraph to Essay* written by Dorothy E. Zemach and Lisa A. Rumisek. Oxford: Macmillan, 2005.

Instructors are advised to make students do the exercises that are part of this book. For the last two topics, instructors may consult Renu Gupta's *A Course in Academic Writing*. Hyderabad: Orient Black Swan, 2010, pp. 83-97)