

Semester 6
(2 Credit Course)

Unit 1

- Excerpts from Introduction: A Conspectus' in "A House Divided" by Amrit Rai from *Cultural Diversity: Linguistic Plurality and Literary Traditions in India*, OUP.

Unit 2

Technical Skills:

- Technical Reports: Types of Reports, Characteristics of Reports, Structure of Reports.
- Technical Proposals: Types of Proposals, Characteristics of Proposals. Structure of Proposals.

Academic Skills:

- The Writing Process: Evaluating Texts, Selecting Key Points and Note making.
- Planning/ Organizing Paragraphs, Key Points of a Paragraph, Characteristics of a Paragraph
- Rewriting and Proofreading.
- Art of Condensation
- Introduction to Bibliography and Citation.

Tutorial:

- *Writing Business Reports, Academic Proposals and Paragraphs in classroom that are relevant to the contemporary times.*
- *Discuss your own understanding of Hindi-Urdu divide with your teacher in classroom.*

Books Recommended:

- *Technical Communication: Principles and Practice.* Edited by Meenakshi Raman and Sangeeta Sharma, OUP.
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- *Academic Writing: A handbook for international Students.* Stephen Bailey. Routledge.
- *Cultural Diversity: Linguistic Plurality and Literary Traditions in India*, OUP