APPENDIX 'D'

PAPER-B

WRITING SKILLS

Teaching Periods (per week)  Theory  -  4 periods
                           Tutorials  -  2 periods

Mode of Examination  :  Marks
                          Theory  :  100

COURSE CONTENTS

SECTION-A

Imaginative use of parts of speech.
How to plan paragraph writing. How to change the direct into indirect
speech and vice-versa.
Sentence connectors and cohesion.
Substitution and Ellipsis.
Sentence variation and the re-writing of sentences.
Imaginative features
(Idioms and phrases.)

SECTION-B

Letter writing, precis and comprehension, paraphrasing and expansion,
descriptive writing, report writing, script writing for announcement,
compering etc.

Books Recommended :

1. Modern English by N. Krishnaswamy (Macmillan - India)