

# English for Written Communication

## Course Overview

Written communication is an important facet of learning any language. In this course, you will learn the basic skills of reading and writing in English. You will be familiarised with the nuances of grammar that are essential to master the skill of writing. You will also be introduced to a range of texts and literary works, which will broaden both your perspective and horizon. Through a wide range of activities and assignments, you will be taught how to apply the writing skills that you learn in this course. A variety of samples of written pieces have been provided in every module which will enhance your exposure to written English.

## Course content

Modules covered in this course:

- Reading skills
- Writing skills
- Grammar
- Written communication

**A detailed description is given below:**

Module 1:

**Reading Skills-** In this module, you will learn reading techniques and will be introduced to the components of grammar that deal with sentence formation and structuring which will be essential in forming a foundation for the language. The units covered in this module are- Reading comprehension, Syntax, Punctuations, Subject verb agreement and Prepositions.

Module 2:

**Writing Skills-** In this module, you will learn the basic techniques to hone your writing skills in English. You will also be taught to practically apply these skills through letter and email writing. The units covered in this module are- Writing Skills, Letter writing, and Email writing.

Module 3:

**Grammar-** This module deals with slightly more complex aspects of grammar that are indispensable when it comes to written communication in English. You will also be familiarised with the common errors made while writing in English. The units covered in this module are- Proverbs and Figures of speech, Direct-Indirect speech, Modal Auxiliaries and Common Errors.

Module 4:

**Written Communication-** This module will help you apply all that you've learnt in the previous modules and write summaries and essays. You will learn techniques for the same. The units covered in this module are- Summary Writing and Paragraph/Essay writing.

### Teaching Faculty

**Ms. Rama Kulkarni**, MA in English. Former English lecturer at Elphinstone College and NSS Commerce College, Mumbai.

**Ms. Ritika Banerjee**, MA in English. Project Research Assistant at IIT Bombay.

**Mr. Syed Sharique Ahmed**, former engineering student at Imperial College London and current second year student.

### Duration and Venue

<b>Registration Opens</b>	July 1, 2020
<b>Registration Ends</b>	October 16, 2020
<b>Course Starts</b>	July 15, 2020
<b>Course Ends</b>	November 15, 2020

<b>Course Duration</b>	4 weeks
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This course will be conducted in a self-paced mode, i.e. all the lecture videos, slides, reading material, activities, and graded assignments will be released when the course starts. There will be recommended deadlines that students are encouraged to follow but ultimately you have the flexibility of progressing and completing the graded assignments at your own pace. However, you will need to complete them before the course ends.

## Course Fee and Certification

The registration fee for the course is **Rs. 375/-**. However, register before **16 August 2020** for **Rs. 325/-** only to avail an early bird registration discount. Please note that the registration fee once paid is neither refundable nor adjustable under any circumstances.

### Important payment instructions:

In case of a course fee transaction failure, the participant will get an auto generated mail with instructions for further process. Please go through the mail carefully. If the amount is already debited to your account, please do not make another payment. In case of a double payment (or more than once), please send a mail to [dbpaccounts@cse.iitb.ac.in](mailto:dbpaccounts@cse.iitb.ac.in) requesting for a refund. The participant will also have to check the following link for his/her vendor creation in order to get a refund. IIT Bombay will not be able to process the refund (for any reason) if the vendor creation, as per IIT Bombay's requirement, is not completed by the participant. **Link:-** <https://portal.iitb.ac.in/vrp/index.jsp>

Honor Code Certificates will be issued on successful completion of the course based on the grading policy mentioned in the course. Please note that all certificates will be issued online in the month of November 2020. No hard copies will be given.

## How to Apply

Enrollment will be strictly online, and no other mode of application will be entertained. The online registration for the course will start on **1 July 2020**. It will remain open till **16 October 2020**.

Registration process for the Program:

- Sign up using your valid email id on the website:  
<https://www.it.iitb.ac.in/lakshya/signup.html>

- After verification, your account will be created
- Login on the website with the verified account
- Go to Announcements, select the program and register
- After successful registration, you will receive an automated email. Your name will be listed in the “**List of Participants page**”
- Thereafter register on IITBombayX site (<https://courses.iitbombayx.in/register>) using the same email id to access the course content

### Note

The course content is released under Open Source License. All participants must agree that the content contributed by them in any form, (assignments, questions, etc.) would be released under Open Source Licence, by accepting the terms mentioned under ‘No Objection Certificate’. All contributors will be acknowledged.