



# BANGLORE UNIVERSITY

## DEPARTMENT OF ENGLISH

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### OPEN ELECTIVE: PAPER-III (vi.a) WRITE IT RIGHT

- To help students get the basics right.
- To grasp the nature of the writing exercise one has embarked upon
- To promote effective writing across a whole range of tasks that all of us face a daily basis.

#### Unit I

1. The Logic of Effective Writing.
2. Applying for a Course; Applying for a job.
3. Writing Correct and Convincing Sentences.
4. Punctuating a Sentence: Commas, Colons, Semicolons.
5. The Right use of the definite article.

#### Unit II

6. Avoidable Errors.
7. Tricks of the Writer's Trade
8. Essay Writing: Structure, Paragraph Control.
9. Make Every Essay in Effective Essay.

#### Unit III

10. Writers on Writing.
11. Why is English so awkward?

(Instructors are advised to use the reference text, *Write it Right: A Handbook for Students* authored by John Peck and Martin Coyle and published by Palgrave Macmillan in New York and Hampshire in 2005. Instructors are also expected to introduce each of the items of the Course Content through practical exercises in writing.

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