

Bachelor's Degree Programme
Ability Enhancement Compulsory Course
in
English for Honours & General Students

ENG AECC - Written Communication in English

- Unit 1 - Note-Making: Identifying the main points of a passage; Bulleting
- Unit 2 - Report Writing: Official Reports (Status Report, Analytical Report, Inquiry Report); Newspaper Reports
- Unit 3 - Official Correspondence: different sorts of applications, cover letter, memo, demi-official letter, business letter, etc.
- Unit 4 - Preparing different kinds of résumé, bio-data, Curriculum Vitae

Distribution of Marks: Full Marks – 50 [Internal Assessment – 10 Marks; End Semester Examination – 40 Marks]

End Semester Examination:

- i. One question on note making in 2 steps:
- a. Identifying main ideas – 5
 - b. Bulleting – 5
- (The matter on which the note is to be made shall be given by the question setter in the form of a passage of not less than 400 words)
- ii. Report Writing (One out of two alternatives) – 10
- iii. Official Correspondence (One out of two alternatives) – 10
- iv. Writing a CV/Bio-data/ Résumé of an imaginary person whose particular are mentioned in the question (One out of two alternatives) – 10