

B.L.D.E. ASSOCIATION'S  
**S B ARTS & KCP SCIENCE COLLEGE,  
VIJAYAPUR**

**DEPARTMENT OF ENGLISH (UG)**

**VALUE ADDED COURSE  
ON**

**“WRITING SKILLS”**

**COURSE CODE: ENGVAC01**

**2021-22**

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## **COURSE OBJECTIVES**

- To introduce students to Writing sector
- To enhance various Writing skills
- To enable employability in emerging sectors such as content writers, translators interprets etc,.
- To give exposure to prevalent writing formats

## **COURSE OUTCOMES**

- Students were introduced to Writing sector
- Various Writing skills were enhanced among students
- Students were enabled with employability in emerging sectors such as content writers, translators interprets etc,.
- Students were exposed to prevalent writing formats

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**S. B. ARTS AND K. C. P. SCIENCE COLLEGE**

Smt. Bangaramma Sajjan Campus, Shri B. M. Patil Road (Solapur Road), Vijayapur-586103

Accredited with CGPA of 2.99 at 'B++' Grade in 4<sup>th</sup> Cycle by NAAC

(Affiliated to Rani Channamma University, Belagavi)

Phone: (08352) 262770, Extn. 2223, 2224

Website: [www.bldeasbkcp.ac.in](http://www.bldeasbkcp.ac.in) E-mail: [bldeasbkcp@gmail.com](mailto:bldeasbkcp@gmail.com)



DATE 16-12-2021

**NOTICE**

It is hereby informed to all the BA students that the Department of English is conducting Value Added Course in "Writing Skills" from 20-12-2021 to 09-02-2022. So, interested students have to take their admission before 20<sup>th</sup> Dec 2021. The classes will be conducted every **Monday to Thursday afternoon** from **3:00pm to 4:00pm** in **Room no-08**.

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# SYLLABUS

(30 HOURS)

## **UNIT I WRITING SKILLS: AN INTRODUCTION**

- Introduction to Writing Skills
- Importance and Purpose of Writing
- Types of Writing

## **UNIT II ACADEMIC WRITING**

- Essay Writing
- Report Writing
- Drafting
- Letter Writing
- Resume Writing

## **UNIT III COMMERCIAL WRITING**

- Pamphlet Writing
- Brochure Writing
- Email Writing
- Writing Letter of Complaints

## STUDENTS LIST

SL NO	UUCMS NO	NAME OF STUDENT
1	U15KM21A0015	SHRAVANI SHARANAPPA HIRAPUR
2	U15KM21A0014	NEHA PANFROSH
3	U15KM21A0013	MAIBUBSUBANI RAFEEL RAJABAR
4	U15KM21A0032	AKASH RATHOD
5	U15KM21A0040	LAXMI ANGADI
6	U15KM21A0064	ASHWINI HITNALLI
7	U15KM21A0096	SALEEM UMARSAB GHATNI
8	U15KM21A0078	SWATI MALLIKARJUN KAMBAR
9	U15KM21A0140	SHRIKANT GOVIND GERADE
10	U15KM21A0136	SHIVASHARAN LOGAVI
11	U15KM21A0118	SACHIN VENKATESH BANDIWADDAR
12	U15KM21A0094	AKSHATA
13	U15KM21A0111	SUDHAKAR APPASAHEB PATIL

  
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## TIME TABLE

DAY	TIME	FACULTY
MONDAY	3:00pm to 4:00pm	Amin Lain
TUESDAY	3:00pm to 4:00pm	Amin Lain
WEDNESDAY	3:00pm to 4:00pm	Ashwini Karajagi
THURSDAY	3:00pm to 4:00pm	Ashwini Karajagi



## TEACHING FACULTY

The following Faculty will conduct classes of Value Added Course on “Writing Skills” from 20-12-2021 to 09-02-2022.

SL NO	NAME OF FACULTY
01	Amin Lain
02	Ashwini Karajgi





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DATE: 10-02-2022

**EXAM NOTICE**

The Department of English is conducting test on "Writing Skills" on 12/02/2022 from 3pm to 5pm in Room no 08. Hence, it is compulsory to all the Value-added course students to attend the test.

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## Value Added Course on "WRITING SKILLS"

### QUESTION PAPER

DATE: 12/02/2022

MARKS: 50

TIME: 3pm to 5pm

**Q.I Answer any TWO of the following**

(5x2=10)

1. Introduction to Writing Skills
2. Importance and Purpose of Writing
3. Types of Writing

**Q.II Write an Essay on any ONE of the following topics (10x1=10)**

1. Air Pollution
2. Corruption as a Social threat

**Q.III Answer any ONE of the following**

(10x1=10)

1. Write a leave letter to your teacher seeking for a week leave
2. Write a letter to book publisher for the purchase of books

**Q.IV Answer any ONE of the following**

(10x1=10)

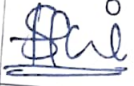



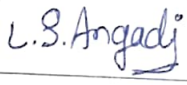
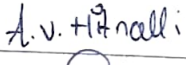


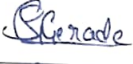
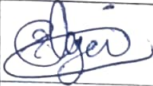
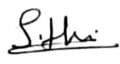


1. Write a Resume seeking for job as Guest Lecturer
2. Write a Resume seeking for job as Soft Engineer

**Q.V Answer any ONE of the following**

(10x1=10)

1. Write a complaint to manufacturer for defects in the television you bought recently
2. Write a complaint to Municipal for polluted drinking water

# EXAM ATTENDANCE

SL NO	UUCMS NO	NAME OF STUDENT	SIGN
1	U15KM21A0015	SHRAVANI SHARANAPPA HIRAPUR	
2	U15KM21A0014	NEHA PANFROSH	
3	U15KM21A0013	MAIBUBSUBANI RAFEEK RAJABAR	
4	U15KM21A0032	AKASH RATHOD	
5	U15KM21A0040	LAXMI ANGADI	
6	U15KM21A0064	ASHWINI HITNALLI	
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9	U15KM21A0140	SHRIKANT GOVIND GERADE	
10	U15KM21A0136	SHIVASHARAN LOGAVI	
11	U15KM21A0118	SACHIN VENKATESH BANDIWADDAR	
12	U15KM21A0094	AKSHATA	
13	U15KM21A0111	SUDHAKAR APPASAHEB PATIL	

## RESULT SHEET

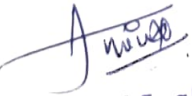
SL NO	NAME OF STUDENT	TOTAL MARKS (50)	MARKS OBTAINED	GRADE	SIGN
1	SHRAVANI SHARANAPPA HIRAPUR	50	49	A	
2	NEHA PANFROSH	50	47	A	
3	MAIBUBSUBANI RAFEEL RAJABAR	50	47	A	
4	AKASH RATHOD	50	39	B	
5	LAXMI ANGADI	50	49	A	
6	ASHWINI HITNALLI	50	39	B	
7	SALEEM UMARSAB GHATNI	50	49	A	
8	SWATI MALLIKARJUN KAMBAR	50	38	B	
9	SHRIKANT GOVIND GERADE	50	48	A	
10	SHIVASHARAN LOGAVI	50	48	A	
11	SACHIN VENKATESH BANDIWADDAR	50	38	B	
12	AKSHATA	50	17	B	
13	SUDHAKAR APPASAHEB PATIL	50	49	A	

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## Report on Value Added Course :2021-22

The Department of English conducted Value-Added Course titled "WRITING SKILLS" 20-12-2021 to 09-02-2022 for the Department students to improve their writing skills and ability to indulge in writing more confidently and skillfully. The syllabus was framed most convincing and comprehensible way which included the major topics of like Essay writing, Report writing, Letter writing, Pamphlet writing etc., Prof. Amin Lain and Prof. Ashwini Karajgi were Faculty for the course.

The syllabus also concentrated on Techniques of distinguished and professional ways of writing. The course was highly activity-based than just theoretical-oriented, which helped the students significantly to get the practical knowledge of the format of effective writing with confidence and courage. To put their newly gained knowledge into evaluation, the Question Paper for the syllabus was framed which carried 50 marks concentrating on theoretical topics. Total 13 students attended the course and were given the certificates at the end of their course to officially mark the completion of the course.

  
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*IQAC initiative*

**VALUE ADDED COURSE 2021-22**


This is to certify that Mr. /<sup>Ms</sup> Laxmi. Angadi has  
completed the Value Added Course on "Writing Skills" conducted by the  
Department of English from 20-12-2021 to 09-02-2022 during the  
academic year 2021-22.




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**VALUE ADDED COURSE 2021-22**

This is to certify that *Mr. /Ms* ✓ Saleem Ghatani *has*

*completed the Value Added Course on "Writing Skills" conducted by the*

*Department of English from 20-12-2021 to 09-02-2022 during the*

*academic year 2021-22.*

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**VALUE ADDED COURSE 2021-22**

This is to certify that Mr. /<sup>✓</sup>Ms. Neha Panfawsh has completed the Value Added Course on "Writing Skills" conducted by the Department of English from 20-12-2021 to 09-02-2022 during the academic year 2021-22.

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**VALUE ADDED COURSE 2021-22**

This is to certify that Mr. /Ms. Sudhakar Patil has completed the Value Added Course on "Writing Skills" conducted by the Department of English from 20-12-2021 to 09-02-2022 during the academic year 2021-22.

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This is to certify that Mr./Ms ✓ Shrawani Hirapur has  
completed the Value Added Course on "Writing Skills" conducted by the  
Department of English from 20-12-2021 to 09-02-2022 during the  
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