

SYLLABUS

of the

Value-added Course

WRITING FORMAL ENGLISH (ENGVAC 004)

(w.e.f. 2022-2023)



Offered by:

THE DEPARTMENT OF ENGLISH
Panskura Banamali College
(AUTONOMOUS)

Panskura R.S., Purba Medinipur
West Bengal – 721152

COURSE INFORMATION IN BRIEF

Course Name:	<i>Writing Formal English</i>
Course Contents:	The Course consists of 2 papers: Paper ENGVAC 004.1: 'English in India: Context to Style' Paper ENGVAC 004.2: 'Formal English: Theory and Practice'
Course Type:	Value-added Course (optional, additional, and not a part of the CBCS curriculum)
Medium:	English
Mode:	Blended Mode
Intake:	Minimum 15; Maximum 120
Eligibility:	+ 2 pass-outs, Undergraduating students from across colleges, PBC alumni
Duration:	30 hours (to complete within a time span of 2 months)
Course Fees:	Rs. 300.00 (Rupees three hundred only)
Coordinator:	Mr. Samir Dolui, Assistant Professor of English Mr. Rajat Shit, SACT-1, Department of English
Contact:	Department of English, Panskura Banamali College (Autonomous) englishsamir@gmail.com 9775912364 (WhatsApp only) shitrajat@gmail.com 9932469619 (WhatsApp only)

Structure & Contents

Group-A English in Indian context

1. History, geography and politics of English in India;
2. ESP in India; Use of formal English in India—Written vs Spoken.
3. Different forms of written English: British, American and Indian.

Group-A English Language Styling

1. Standard English; Question of model of standard English for the Indians;
2. Formal and informal style of English; Dependable models of formal Indian English.
3. Academic English, Business English; Corporate English, Cyber English.

Suggested Readings:

1. *English Language in India*. Jaskiran Bedi. Routledge
2. *English Language in India*. Dr. Rachel K Daniel. Gyan Publishing House.
3. *Business English*. Department of English, University of Delhi. Pearson Books.
4. *Advanced Writing Skills for Students of English*. Phil Williams. Rumian Publishing.
5. *Professional English*. Meenakshi Raman and Sangeeta Sharma. Oxford University Press.

Structure & Contents

Group-A Theoretical aspects of formal English

1. Characteristics and Rules of formal English;
2. Formal use of words and phrases; Grammar and Syntax in formal English;
3. Garnering writing skills: pre-writing, during-writing and post-writing;
Skills needed in writing offline or writing online.

Group-B Practising formal English

1. Writing formal English with professional purposes:
Job advertisements; Job Applications; CV; Newspaper reports; Website contents.
2. Writing formal English with academic purposes:
Formal essay; Project report; Research article; Dissertation and Thesis; Book chapter.
3. Writing formal English with office and community purposes:
Official applications; Minutes and resolutions of Meetings; Notice; Undertaking Letter.

Suggested Readings:

1. *Elements of Style*. William Strunk J. and E.B. White.
2. *On Writing Well*. William Zinsser
3. *The Chicago Manual of Style*
4. *The Oxford Guide to Style*
5. *The Cambridge Guide to English Usage*