Add On Course

On

Course Name: Writing and Editing: Structure and Organization

Course Code: CC9/19/1/WESO

Organised by

Department of English

and

IQAC, Al Ameen Memorial Minority College

AL AMEEN MEMORIAL MINORITY COLLEGE

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Add on Course Organising Committee

Patron : Dr. Nurul Haque, Principal, Al Ameen Memorial Minority College

Course Co-ordinator : Prof. Matin Ahmed

Members : Prof. Sayera Begum, Prof. Dipankar Manna, Prof. Sk Asgar Ali, Tazuddin Ahmed, Benajir Khatun, Asadulla Khan

Faculty Member : Prof. Matin Ahmed, Prof. Farhana Nasrin

Course Name : **Writing and Editing: Structure and Organization**

Course Code : CC9/19/1/WESO

Course Duration : 6 Month (January to June)

Date of Application : 1st Week of January

Class Start : 1st Week of February

Course Fees : No fee is required for the course

Eligibility : Students of UG level of our College

Mode : Blended Mode

Seat Limit : 50

Course Duration : 30 Hours in 6 Month

Class Day : Every Sunday

Class Time : 11 A.M. to 1:30 P.M.

Examination Time : 1st Week of June

Result Publication : 3rd Week of June

Certificate Issued : 3rd Week of June

Methodology

- Theoretical and Practical Approaches.
  - Experience sharing
  - Students' Seminars
    - Project Work

Course Outcome

By the end of this course, students will be able to enhance their writing skills, proficiency in editing techniques, understanding of grammar and style conventions. It also focuses on developing critical thinking skills, attention to detail and effective communication abilities.

Course Name: Writing and Editing: Structure and Organization
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Overview of the Syllabus
Class Duration: 4 hours for each module

Module 1: Understanding Structure:
Introduction to the importance of structure in writing.
Exploring different types of structures: linear, nonlinear, chronological, thematic, etc.
Analyzing examples of well-structured writing across various genres.

Module 2: Elements of Structure:
Breaking down the components of a well-structured piece: introduction, body, conclusion.
Understanding the role of paragraphs, sentences, and transitions in creating coherence.
Practice exercises on crafting clear and logical structures.

Module 3: Organizing of Ideas:
Techniques for generating and organizing ideas before writing.
Mind mapping, outlining, and other pre-writing strategies.
Group activities to brainstorm and organize ideas collaboratively.

Module 4: Crafting Effective Introductions.
The purpose and elements of an introduction.
Strategies for grabbing the reader's attention and establishing context.
Workshop session: critiquing and revising sample introductions.

Module 5: Developing the Body:
Structuring the body of the text to support the main argument or narrative.
Organizing information logically and cohesively.
Peer review session: providing constructive feedback on each other's drafts.

Module 6: Writing Conclusions:
Summarizing key points and reinforcing the main message.
Avoiding common pitfalls in concluding paragraphs.
Exercise: revising conclusions to enhance impact and clarity.

Module 7: Transitions and Cohesion:
Understanding the role of transitions in guiding the reader through the text.
Techniques for creating smooth transitions between paragraphs and sections.
Editing exercises to improve cohesion and flow in writing samples.

Module 8: Polishing Your Structure:
Strategies for revising and refining the overall structure of a piece.
Incorporating feedback from peers and instructors.
Final project: applying learned concepts to revise and enhance a personal writing piece.

Module 9: Editing for Structure:
Identifying structural weaknesses and inconsistencies in writing.
Techniques for restructuring and reorganizing content during the editing process.
Peer editing workshop: providing targeted feedback on structural elements.

Module 10: Advanced Topics in Structure:
Exploring advanced structural techniques: parallelism, balance, pacing, etc.
Case studies of complex structures in professional and creative writing.
Reflection and discussion on the evolution of personal writing processes.

Module 11: Final Assessment:
Submission of a revised writing sample demonstrating mastery of structural principles.
Peer evaluation component to assess structural clarity and coherence in classmates' work.

Course Materials: Textbook readings and supplementary articles. Writing prompts and exercises.
Sample essays, articles, and other texts for analysis, Editing checklists and guidelines for peer review
Prerequisites: Basic proficiency in writing and reading comprehension. Willingness to actively participate in class discussions and workshops.
Gradation: A=50-60%   A+=60-70%   O=70-100%
Assessment and Certification:
Theory and practical examination after each module. Final Project: Solving a real-world computer-related problem. Course completion certificate.

The examination pattern and marks distribution for the Add On Courses
Total Marks   : 50 Marks
Theory Exam : 30 =   i. Multiple-choice questions (MCQs) : 30 marks (2marks for 15 questions)
                          ii. Project report / Presentation   : 10 marks
                          iii. Internal Assessment   : 10 marks
This distribution allows for evaluating both theoretical knowledge and practical skills, along with assessing the student's consistency and engagement throughout the course.