

REPORT ON VALUE ADDED COURSE

EFFECTIVE WRITING SKILLS

(10.07.2023 --15.07.2023)

conducted by

Department of English
in collaboration with
Internal Quality Assurance Cell (IQAC)
KHUDIRAM BOSE CENTRAL COLLEGE
2023

Khudiram Bose Central College
Department of English

Report on Value Added Course Effective Writing Skills

The Value-Added Course (VAC) in Effective Writing Skills was conducted by the Department on English in collaboration with Internal Quality Assurance Committee (IQAC) from 10th July 2023 to 15th July 2023 (6 days)

Course Schedule

10.07.2023 Monday	11:00 am	Session 1 - Inauguration <ul style="list-style-type: none"> ● Dr. Subir Kumar Dutta (Principal) ● Prof. Anamika Nandy (IQAC, coordinator)
	11:30 am – 1:30 pm	Session 2– Keynote Address - Dr. Sraboni Roy (Developing writing skills)
	2:00 – 5:00 pm	Session 3 – Dr. Madhumita Basu (Creative Writing)
11.07.2023 Tuesday	10:00 – 1:00 pm	Session 4 – Prof. Soham Pain(Business Writing)
	1:15 pm – 4:15 pm	Session 5 – Prof. Rinjee Lama (Creative Writing)
12.07.2023 Wednesday	10:00 – 1:00 pm	Session 6 - Prof. Sanghita Sanyal (Creative Writing)
	1:15 pm – 4:15 pm	Session 7 – Dr. Sriparna Dutta (Business Writing)
13.07.2023 Thursday	10:00 – 1:00 pm	Session 8 - Dr. Madhumita Basu(Creative Writing)
	1:15 pm – 4:15 pm	Session 9 – Prof. Rinjee Lama(Creative Writing)
14.07.2023 Friday	10:00 – 1:00 pm	Session 10 – Prof. Soham Pain (Business Writing)
	1:15 pm – 4:15 pm	Session 11 – Prof. Rinjee Lama (Creative Writing)
15.07.2023 Saturday	10:00 – 1:00 pm	Session 12- Dr. Sriparna Dutta (Business Writing)
	1:15 – 2:15 pm	Session 13 - Assessment
	3:00 – 4:15 pm	Session 14 - Valedictory session <ul style="list-style-type: none"> ● Certificate distribution ● Review of Course - Prof. Anamika Nandy (IQAC, coordinator) ● Vote of thanks - Prof. Rinjee Lama (HOD, English)

Objectives:

- The main objective of the course was to help the UG students understand writing skill as an important tool that is required in almost every aspect of life. Whether it is for academic purposes, professional work, or personal communication, writing plays a crucial role in conveying thoughts, ideas, and information effectively.
- To be able to recognize that writing skills help in improving communication skills. When we learn to write well, we also learn to express ourselves clearly and concisely and this clarity adds to credibility.
- To learn how to apply their writing skill in building reputation. In professional settings, good writing skills are highly valued as they reflect professionalism and attention to detail.
- To use their writing skill to enhance their employability as employers often look for candidates who can write well, as it is an indicator of their ability to communicate effectively and efficiently.
- To be able to enhance their critical thinking and analytical skills. When we write, we need to organize our thoughts, analyze information, and develop a logical argument.
- To grasp what they learn in the course and apply it improving personal communication. The ability to express clearly and effectively can help in building stronger relationships and resolving conflicts.
- With writing activities, the course aims to develop the confidence in the students to manipulate ideas and express themselves fearlessly.

Course Outcome

This course will focus on both business writing and creative writing. At the end of the course students will (be)

	Business Writing	Creative Writing
Day 1:	<ul style="list-style-type: none">• Equipped with the necessary knowledge and skills to communicate effectively in the professional world• Get clarity on wide range of communication, including emails, memos, reports, proposals, and presentations• Structure sentences and paragraphs effectively, avoid common writing mistakes, and use appropriate language to communicate their ideas.	<ul style="list-style-type: none">• Get comprehensive understanding of various genres of writing, including poetry, fiction, drama, and non-fiction• Will understand use of literary elements such as plot, character, setting, dialogue.• Learn to experiment with different writing styles and techniques to find their own voice.• Learn the use of rhetorical devices to channelize ideas and present them in a logical and sequential manner

Monday (10.07.2023)

Session 1: Inauguration

The course was inaugurated by the Principal Dr. Subir Kumar Dutta who spoke to the students on the importance of learning the skill of writing effectively. He emphasized on the necessity to be able to know how to write correctly in business (formal) English as it is a skill that would come in handy throughout one's life.

The IQAC coordinator Prof. Anamika Nandy, encouraged the students to make the most of this course and participate in it with enthusiasm, as it was a course that catered to the students of all departments.

Session 2: Keynote Address

Principal Sir welcomed Dr. Sraboni Roy, Associate Professor, Department of English, Asutosh College, who delivered the keynote address to the participants. She gave the students a brief description of what comprised business writing and creative writing. How writing is a skill that helps students in their personality development and enhance

their confidence. She addressed the students on the importance of developing writing skills and if/how creative writing can be taught?

Session 3: Dr Madhumita Basu

The session was held by Dr. Madhumita Basu, Associate Professor, Department of English, Victoria Institution. The topics discussed in the session were as follows:

- What is Creative Writing?
- Creative Writing Vs Technical Writing
- What are the forms of Creative Writing?
- Variations of Language

In the session the students were taught about the elements of creative writing, figures of speech, various devices that can be used to evoke imagination and emotion in creative writing, diction. Dr Madhumita Basu also discussed with the students the various elements of poetry and concluded the session with a poetry writing activity with the students on the topic 'Youth of Today'. The four groups that were divided then worked together to compose the poem, which they shared with everyone at the end of the session.

Day 2: Tuesday (11.07.2023)

Session 4: Prof. Soham Pain

Day two of the Value-Added Course started with a session by Prof. Soham Pain, Assistant Professor, Scottish Church College. He talked to the students on the importance of Business Writing. A comprehensive presentation was made by the resource person on topics such as:

- Purposes of Communication
- Process of Communication
- Verbal and Written Communication
- Business writing vs Other Writing Styles
- Principles of Effective Communication
- CV Writing

The students showed keen interest particularly in the CV writing section. The students were given an exercise to draft a CV with a cover letter by Prof. Pain. The session was interactive and the queries of the students were addressed by the resource person.

Session 5: Prof. Rinjee Lama

The session in the second half of Day 2 of the course was conducted by Prof. Rinjee Lama. She spoke to the students about the role of creative writing in personality development- how the art of writing creatively provides a vehicle for expression and

communication, improves vocabulary, builds self-confidence, develops emotional skills and problem-solving abilities. The speaker discussed the ten keys to creativity which is curiosity, passion, determination, awareness, energy, openness, sensitivity, tenacity, a listening ear and an observant eye.

The students

The session ended with a letter writing activity by the students where they had to write a letter to their friend sharing a funny anecdote/incident or recall the good times they spent together—anything that lets them write in an original way.

Day 3: Wednesday (12.07.2023)

Session 6: Prof. Sanghita Sanyal

The session on Creative Writing was conducted by Prof. Sanghita Sanyal, Assistant Professor, Loreto College. In her session which had two writing activities, she made the participants write a short story based on a cue such as Diary, Relations, Bridge, Dreams, Memories in the first exercise. In the second exercise, everyone had to contribute one sentence each to make up an entire story. Some of the stories that the participants have written have been included at the end of the report under Writing Samples.

Session 7: Dr. Sriparna Dutta

In the session by Dr. Sriparna Dutta on Business Communication, she emphasized on the importance of learning effective writing skill in business writing. It was an interactive session where students expressed their concerns and doubts. Since some of the participants were from departments other than English, as well as from other colleges, their concerns included the correct usage of English and grammar. Dr. Dutta engaged the students with an activity where they were made to free write on. Certain topic and share their writing.

Day 4: Thursday (13.07.2023)

Session 8: Dr. Madhumita Basu

The session by Dr Madhumita Basu aimed at the creative art of writing a short story. She discussed with the students the key elements of a short story- setting, characters, plot, conflict, theme and gave a detailed description of what each element entails. She also practiced with the students how to identify the literary devices in a short story by sharing samples of writing such as The Story of an Hour by Kate Chopin and The Yellow Wallpaper by Charlotte Perkins Gilman.

As an activity, she made the students write a short story by including the devices that was practiced in the session.

Session 9: Prof. Rinjee Lama

In the session by Prof. Rinjee Lama, she introduced the students to 'Terribly Tiny Tales' (TTT). TTT is a storytelling collective which brings together distinctive and talented voices from across the world to craft moving stories. This genre of writing short stories in a few lines is an upcoming trend popular in the social media platform Instagram. This model was known to only a few participants. A collection of these TTT published by Penguin Random House in 2017 was shared with the students, where they read the stories collectively. While the students found some stories cliched, some were thought provoking as they addressed topics such as partition, women's rights, transgender issues, tribal and Dalit issues.

As an activity, the students were divided into pairs and write a TTT of their own.

Day 5: Friday (14.07.2023)

Session 10: Prof. Soham Pain

As a continuation of the first session held by Prof. Soham Pain on Business Communication, this session covered topics such as writing Business Meeting Minutes, writing an email, report writing and different types of business letters. This session also had two writing activities for the participants. In the first activity, the participants had to draft the minutes of the meeting of a newspaper company and in the second activity, they had to write a report on the derailment of a train. The students were keen and attentive in the session and actively participated in it.

Session 11: Prof Rinjee Lama

In this session, Prof. Rinjee Lama discussed Graphic Novels as a genre with the participants. Everybody has read or heard of comic/graphic books but what is the history of its origin and what are its characteristics- these were some of the topics discussed in the session. She discussed the different types of graphic novels, and noticed that the participants were mostly familiar with the superhero category. As an activity, the participants were divided into groups and had to illustrate and compose the beginning of a story (preferably one which they had composed during the course). Some of the students composed brilliant illustrations which is shared at the end of the report.

Day 6: Saturday (15.07.2023)

Session 12: Dr. Sriparna Dutta

Dr. Sriparna Dutta's session focused on the proper use of grammar and prepositions as crucial tools to improve one's writing skill. She prepared extensive worksheets for the students to practice their vocabulary and grammar. As a part of activity, she gave the students various phrases and asked them to compose either a short story, poem or an illustration- anything that helps them express their creativity.

Session 13: Assessment

As assessment, the students were given worksheets on grammar, where they had to fill in the blanks with correct prepositions. Most of the students fared well in the assessment, scoring above 70%.

Session 14: Valedictory session

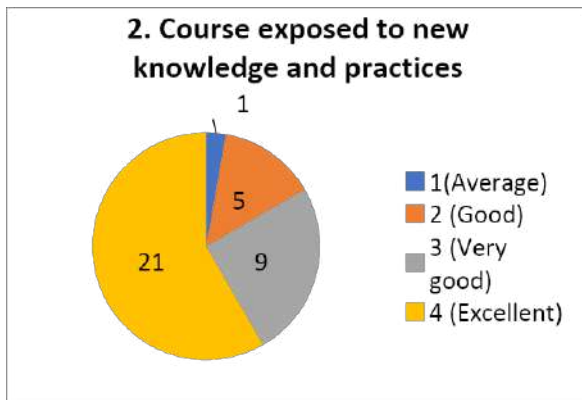
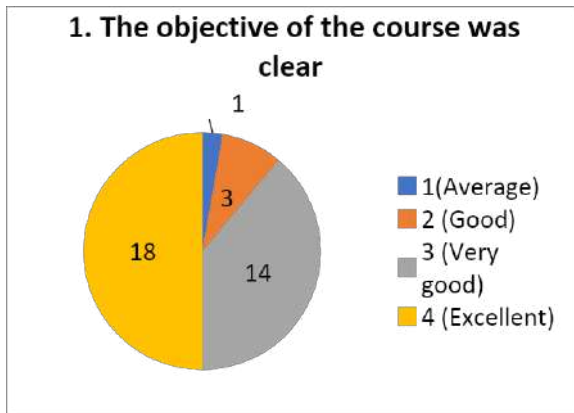
In the valedictory session, Prof. Anamika Nandy, coordinator of IQAC summed up the objectives of the course and hoped that those objectives were met at the end of the course. She expressed her delight in the successful completion of the course. Since the course was the first of its kind, she wanted the students to give their honest feedback of the sessions, so that changes to improve the course could be implemented in the future. This was followed by the distribution of the certificate to the participants by the IQAC coordinator.

Vote of Thanks was given by the coordinator of the Value-Added Course, Prof. Rinjee Lama. She expressed her gratitude to the Principal, Dr. Subir Kumar Dutta and IQAC coordinator Prof. Anamika Nandy for their encouragement and cooperation. She was thankful to the resource persons for taking their time and gracefully accepting the invitation, to Dr. Sriparna Dutta for her constant support and suggestions and lastly the students for their active participation.

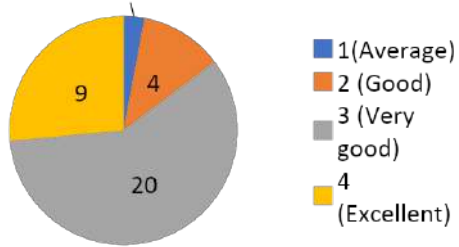
The course came to an end with a distribution of folders with writing pads and pens as well as food packets to all the participants.

The following pages include the feedback received from the Resource Persons who conducted the sessions in the course:

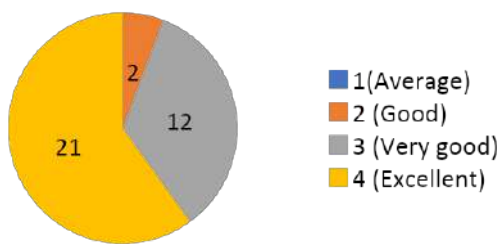
On the last day of the course, feedback of the course was taken from the participants, as per which the following data has been concluded:



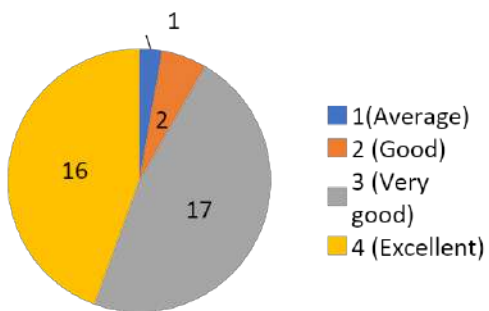
3. Course helpful in personality development



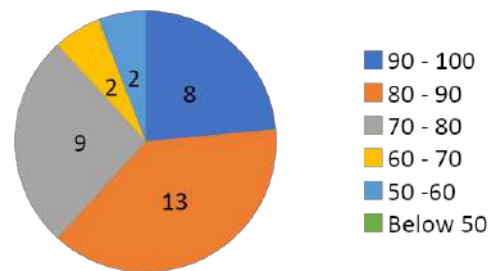
4. Resource persons encouraged interaction and were helpful



5. Future participation in courses not related or outside syllabus

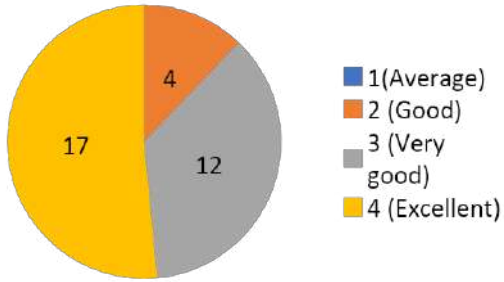


6. Overall Rating of the Course (in %)

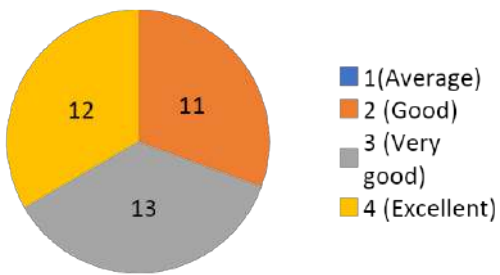


The participants also gave their feedback on the individual sessions conducted by the Resource Persons:

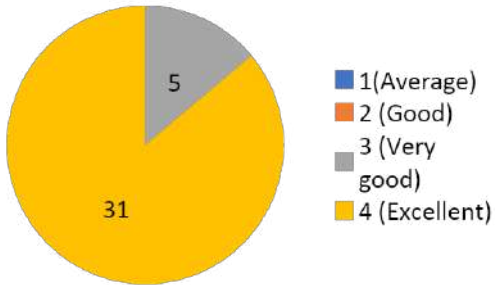
Dr. Madhumita Basu



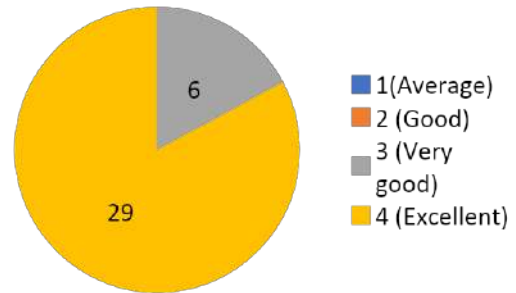
Prof. Soham Pain

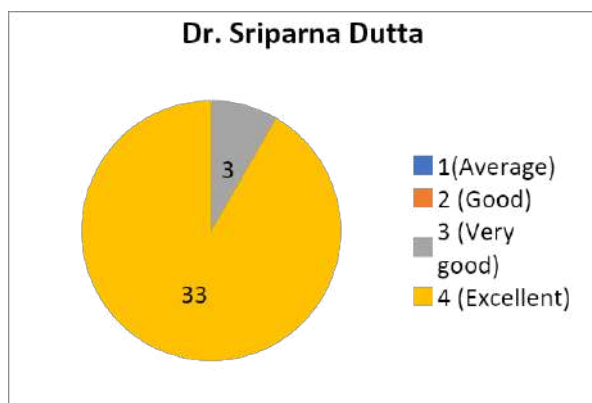


Prof. Sanghita Sanyal



Prof. Rinjee Lama





SWOC:

Strength:

- The active participation of the students was one of the key strengths of the course. They were keen to learn new techniques to improve their writing skills and requested for the resource persons to share their presentations.
- The participants found the sessions informative and engaging as all the sessions had one or more writing activity for both creative writing and business communication.
- By the end of the course, most of the students had gained the confidence to share their writings with everyone.

Weakness

- The duration of the course was lengthy and some students preferred breaks in between the sessions.
- Since the course was conducted entirely in English, some students found it difficult to follow.

Opportunity

- Since this was the first value added course conducted by the Department of English, it gave us an opportunity to engage with students from outside the department as well as from other colleges.
- The weaknesses were identified from the feedbacks received from the participants, which will be implemented and improved in the next VAC.
- The positive response from the participants have inspired us to conduct more VACs in the future, related to different fields of literature like Theatre and Translation studies.

Challenges

- While the number of students who registered for the course were 63 in number, only 36 students attended all the sessions and were awarded the participation certificate. The fall in the number of participants could be mainly due to the reason that the sessions were conducted in English.
- Some of the participants were reluctant to participate in the activities and had to be persuaded to share their writings. They were scared of being judged and were not confident about their writing.
- The absence of a well-equipped fully functioning smart board created some technical problems as some of the resource persons had prepared PowerPoint presentations for their sessions.

Writing samples of the students written for Dr Madhumita Basu's session:

Group 1

(Untitled)

The gyre I observe expands
And the void in my chest grows,
Floating through a world unknown
And corpses of promises unkept.

They promised us Love:
Bewildering, bright, charming, marvelous.
Eternal love, Impatient love,
Heavenly love, Brutal love.

Bewildering promises brought delight;
Hope and passion once shone bright.
Advertising joy- Impressive, attractive,
Only to be consumed by the stygian night.

I understand now-
I was a victim of impersonation and fraud.
Through countless nights I had fought,
And for what?

Through the empty gallows,
My youthful heart dark and hollow,
I am but a herald of Moloch
Of foul breath and eternal debt.

Oh, what wouldn't I do to forget...

Group 2

We are the latest generation of the modern society.

We can accept some new things so politely.

We are too addicted in social media.

Lost in the digital haze your addiction ablaze

With dreams, and yet successful stories.

And we are made of some glories.

In the realm of dream, where aspiration is stunned.

The world dances with the spirit of the young.

Group 3

Underrated Youth

Sufferance, sophisticated generation filled with consistency and emotions of depression,
With all the inner conflict residing in us and the hard work that confides in us.

Discipline is what we need they say to reach the ambitious path that they have led,
Forgetting we are still the curious beings who overcame moral values desiring some
rebel

No matter how ambitious, we are diverting from our goals,
Overcoming self-doubt and trying to believe in ourselves.

Youth is a blunder
Manhood is a struggle
The old age is regret
While youth are underrated

Group 4

WE

I, We and All have been dominated,
either by the syllabus or by society.

Everyone in the generation of mood swings,
people being carefree confused.

Where some are creative,

trying to change the whole world.

We all need stability but get

Suffocation Sadness. An being Age of Great expectations.

There is no hope of being selfish

due to the shadows of responsibility.

Graphic Writing samples for Prof. Rinjee Lama's session:

Some pictures of the course:



**Welcome speech by Principal
Dr. Subir Kumar Dutta**



**Welcoming the Keynote Speaker
Dr. Sraboni Roy**



Welcome speech by IQAC coordinator Prof. Anamika Nandy



Introduction by course coordinator Prof. Rinjee Lama



Dr. Madhumita Basu's session on Creative Writing



Prof. Sanghita Sanyal's session on Creative Writing



Prof. Soham Pain's session on Business Writing



Prof. Rinjee Lama's session on Graphic Novels



Valedictory session and Vote of Thanks



Group picture with all the participants

Budget of the Value Added Course:

Report compiled by:

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