

Syllabus
Semester III OEC

3.5 OEC	
Course Title	English for Report and Research Paper Writing English medium students
Course Credits	2
Course Outcomes	After going through the course, learners will be able to :
	1. Understand various components and formats of writing reports and research papers.
	2. Prepare concise reports for events and situations.
	3. Apply knowledge of research conventions
Module 1 (Credit 1) - Report Writing	
Learning Outcomes	After learning the module, learners will be able to:
Learning Outcomes	After learning this module, learners will be able to
	1. Prepare reports on news, events, situations etc.
	2. Use visual aids like bar graphs, charts, tables etc. to write papers.
	3. Identify and analyse the key elements of academic writing, including thesis statements, arguments, and conclusions.
Content Outline	2.1 Essential skills for writing a research paper: 2.2 Commonly used terms related to research: Choose a Topic, Review of Literature, Title, Hypothesis/Research Questions/ Research Design/ Data Collection/ Style sheet pertaining to specialisation, Citation 2.3 Reading samples of research papers <i>A Practical Course for Developing Writing Skills in English</i> by J. K. Gangal.PHI Learning, 2011.
Content Outline	1.1 Learning how to use visual aids like bars, graphs, flowcharts etc.
	1.2 Reporting events and situations. <i>A Practical Course for Developing Writing Skills in English</i> by J. K. Gangal.PHI Learning, 2011.

Module 2 (Credit 1) - Essential Skills for Writing Effective Research Papers	
Learning Outcomes	After learning this module, learners will be able to
	1. Learn about the essential skills for writing research papers.
	2. Identify and analyse the key elements of academic writing, including thesis statements, arguments, and conclusions.
Content Outline	2.1 Essential skills for writing a research paper: 2.2 Commonly used terms related to research: Choose a Topic, Review of Literature, Title, Hypothesis/Research Questions/ Research Design/ Data Collection/ Style sheet pertaining to specialisation, Citation 2.3 Reading samples of research papers <i>A Practical Course for Developing Writing Skills in English</i> by J. K. Gangal. PHI Learning, 2011.

Assignments/Activities towards Comprehensive Continuous Evaluation (CCE) External Evaluation:

1. Report Writing on Events/ Situations - 2 / 4 - 20 marks
2. Interpreting visual information (bar graphs, charts, tables, graphs) in compose a well- structured analytical paragraph - 10 marks paragraph
3. Short Notes on components of a research paper - 4 / 5 -20 marks

Bibliography

Bhattacharya, Arka. *A Handbook of Report Writing*. Books Way, 2015.
Sharma, R.C. and Mohan, Krishna. *Business Correspondence and Report Writing*.
McGraw Hill, 2017.
Sorenson, Sharon. *How to Write Research Papers*, Arco Publishers, 2011.