



Ganpat University
॥ विद्यया समाजोत्कर्षः ॥

Faculty of
Computer Applications



Programme	BCA Honors (Cyber Security)				Branch	Computer Applications			
Semester	II				Version	1.0.0.0			
Effective from Academic Year			2026-2027		Effective for the batch Admitted in			June 2026	
Subject Code	U102D5EWS		Subject Name			EFFECTIVE WRITING SKILLS			
Teaching scheme					Examination scheme (Marks)				
(Per week)	Lecture (DT)		Practical (Lab.)		Total		CE	SEE	Total
	L	TU	P	TW					
Credit	2		-	-	2	Theory	25	25	50
Hours	2		-	-	2	Practical	-	-	-
Objective:									
Understand the role of communication in personal & professional success. Develop awareness of appropriate communication strategies. Prepare and present messages with a specific intent. Analyze a variety of communication acts. Ethically use, document and integrate sources									
Pre-requisites:									
Familiarity with the basics of English language, strong determination and willpower for skill-set enhancement.									
Course Outcomes :									
Name of CO	Description								
C01	Understand and apply complex vocabulary and grammar structures								
C02	Understand and analyze various nuances of writing								
C03	Understand and evaluate different forms of formal writing and produce effective writing								
C04	Understand, analyze and create social media writing								
C05	Apply knowledge of communication skills and produce effective responses								
Mapping of CO and PO									
Cos	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	
C01	3	1	0	0	0	0	0	2	
C02	2	2	1	0	0	0	0	2	
C03	2	2	2	0	0	0	1	2	
C04	1	2	2	2	0	0	1	2	
C05	2	2	2	1	0	0	1	2	
Content:									
Unit									Hrs

1	Vocabulary and Grammar Collocations, Phrases and Idioms, Homophones-Homonyms, Modal Auxiliary Verbs, Types of Sentences (Functional, Structural, Conditional), Active-Passive Voice	06
2	Basics of Writing Skills-I Cs of Effective Writing, Formal Letter Writing (Types, Parts and Structures), E=A+I for Effective Writing, Introduction to Email Writing (Formal and Informal)	06
3	Basics of Writing Skills -II Paragraph Writing (Topic sentence, Sub coordinating sentences, Coherence, Cohesion), Agenda, Minutes of Meeting, Notice Writing	06
4	Creative Writing Skills Blog Writing, Social Media Writing, Tweet Writing	06
5	LSRW integrated Writing Module Website Content Analysis, Summary Writing (Books/ Movies/ Videos/Blogs/Vlogs), Responding to Social Media Messages	06
Practical Content:		
Not Applicable		
Text Books:		
-	N/A	
Reference Books:		
1	Technical Communication - Principles and Practice by Meenakshi Raman & Sangeeta Sharma (Oxford University Press)	
2	Kumar, Sanjay, Lata Pushp, 2015. Communication Skills. Oxford University Press, New Delhi	
3	Suresh Kumar, E, 2012. Communication Skills and Soft Skills. Pearson, New Delhi	
4	A Communicative Grammar of English by Geoffery Leech and Fan Svartvik (Pearson Longman)	
Web References / MOOC / Certification Course		
1	Online resources: YouTube - Daily Video Vocabulary, Vocab 24, TED Lectures, Inspirational speeches/addresses of successful people, parliamentary speeches, interviews, various internet channels devoted to learning and improving communication in English	
2	Finding Your Professional Voice: Confidence & Impact Coursera	
3	Top Communication Skills Courses - Learn Communication Skills Online (coursera.org)	
4	Creative Writing Specialization [5 courses] (Wesleyan) Coursera	
Question Paper Scheme:		
<p>End Semester Examination Duration: (1 Hour Theory Examination)</p> <p>Note for Examiner: -</p> <p>Q-1 Any Five out of Seven (05 Marks)</p> <p>Q-2 Any Two out of Three (05 Marks)</p> <p>Q-3 Mandatory question (05 Marks)</p> <p>Q-4 Any Two out of Three (05 Marks)</p> <p>Q-5 Any Two out of Three (05 Marks)</p> <p><i>The question paper must comprehensively address all Course Outcomes (COs), align Taxonomy levels, and ensure complete syllabus coverage.</i></p>		