

Department of English
Jamia Millia Islamia
New Delhi

Four Year Undergraduate Programme
(As per NEP 2020)
Skill Enhancement Courses (3 Credits)

Level 5

UG – Certificate

Semester I

Review Writing

Course Outline

This course focuses on developing the skill of the students to be able to critically review either books, films, performances or food. The different units cover the broad canvas across the globe, choosing national as well as international authors, filmmakers and artists. The course equips the students with the ability to understand different genres in the areas under consideration.

Unit I – Introduction to Review Writing

- Hartley, J. “Reading and Writing Book Reviews: Across the Disciplines” *Journal of the American Society for Information Science and Technology*, vol. 57, no 9, 2006, pp. 1194-1207.

Unit II – Reviewing Books

Unit III – Reviewing Films

Unit IV – Reviewing Performances

Unit V – Reviewing Food

Recommended Readings

Chopra, A. *First Day First Show: Writings from the Bollywood Trenches*. Penguin Books, 2011.

Drewry, John. E. *Writing Book Reviews*. Writer Inc., 1966.

Kennedy, X.J and Dana Gioia. *Literature: An Introduction to Fiction, Poetry, and Drama*. Harper Collins, 1995.

Liddle, M. *Dusted Off*. <https://madhulikaliddle.com/>.

O'Connor, J.E. "Images in History/History in Images: Reflections on the Importance of Film and Television Study for an Understanding of the Past". *The American Historical Review*, vol. 93, no. 5, Dec 1988, pp. 1200-1209.

Salam, Z. *Delhi: 4 Shows: Talkies of Yesteryear*. Om Books International. 2010.

Singh, J.A. *Jabberwock*. <http://jaiarjun.blogspot.com/>.

Semester II

Editing and Proof-Reading

Course Outline

The course equips the students develop the skill of editing and proofreading, making them eligible to work in the publishing industry – both in print as well as the electronic medium. Content development, also being a key component of the course, the students would be trained in writing skills for newspapers, magazines, corporate houses and other publications.

Unit I

Introduction to Publishing

Introduction to Editing and Proofreading

Introduction to Content Developing

Kinds of Errors - Pagel, L, and B. Norstrom. *Proofreading and Editing Precision*. Southwest Cengage Learning. 2010. pp 1-8.

Unit II

Types and levels of Copy Editing

Editing a hard copy vs a soft copy – Andre, J and H. Richey. “Paper-less editing and proofreading of electronic documents”. Euro T EX99 Proceedings, 1999, pp. 1-14.

Unit III

Editing books for children

Editing poetry

Editing prose

Editing scientific and medical books

Unit IV

Importance of Punctuation marks

Subject Verb Agreement

Sentence Construction

Capitalization

Proofreaders' marks

Unit V

Project Work

Recommended Readings

Butcher, J. *Copy Editing: The Cambridge Handbook*. Cambridge University Press, 1975.

Bodian, Nat C. *Copywriter's Handbook*. ISI Press, 1984.

Pagel, L and B. Norstrom. *Proofreading and Editing Precision*. Southwest Cengage Learning, 2010.

Gilad, S. *Copyediting and Proofreading for Dummies*. Wiley Publishing Inc, 2007.

Lima, P. *Fundamentals of Writing*. Ingram, 2013.

Truss, W. *Eats, Shoots and Leaves: The Zero Tolerance Approach to Punctuation*. Universe Publishing, 2005.

Waddingham, A. *New Hart's Rules: The Oxford Style Guide*. OUP, 2005.

Level 6

UG – Diploma

Semester III

Academic Writing

Course Outline

The aim of the course is to identify the conventions and practices associated with academic writing in order to enable the students to learn and improve their abilities to reason and critique. Engaging with the many practical considerations regarding academic writing, this paper offers an understanding of how to frame research questions, how to plan research projects effectively, and how to undertake the various necessary tasks to accomplish cutting-edge academic writing.

Unit 1: Aspects of Academic writing

- (a) Defining academic writing
- (b) Characteristics of academic writing and the processes underlying it
- (c) Differences between academic and non-academic text

Unit II: Forms of Academic Writing

- (a) Types of academic writing (books, theses, conference papers, reviews) and research papers (example: conceptual research paper and empirical research paper).
- (b) Guidelines for academic writing

Unit III: Academic Writing and Research

- (a) Features of research in academic writing
- (b) Structure and constituent parts of a Research Paper
- (c) Overview of Research process (for example: existing knowledge on a research question; framing of hypothesis; preparation of research proposal and findings)

Unit IV: Citing, Referencing, and Academic Honesty

- (a) Use of footnotes and endnotes
- (b) Popular citation styles (for example, APA, MLA, and Harvard); in-text Citation
- (c) Ethics of academic writing; academic borrowing; plagiarism

Unit V: Writing for Publication

- (a) Generic issues around academic writing (including writing for refereed journals, books and book chapters, and reviews)
- (b) Interdisciplinarity, multi-disciplinarity and trans-disciplinarity in academic writing

Recommended Readings

Deane, M. *Academic Research, Writing and Referencing*. Pearson Education, 2010.

Hacker, D. and B. Fister. *Research and Documentation in the Electronic Age*. 5th ed., Bedford/St Martin's, 2010.

Hartley, J. *Academic Writing and Publishing*. Routledge, 2008.

Harvey, G. *Writing with Sources: A Guide for Students*. 2nd ed., Hackett Publishing, 2008.

Levin, P. *Excellent Dissertations!* 2nd ed., Open University Press, 2011.

