

OFFICE OF THE PRINCIPAL  
**PRAMATHESH BARUA COLLEGE: GAURIPUR**  
GAURIPUR, DHUBRI, ASSAM.783331  
NAAC ACCREDITED GRADE "B+" (CYCLE-III)

No. PBC/Admin /Notice/2025-2026/

Date:

From: Dr. Kalyan Das, M.A., M.Phil, Ph.D  
Principal & Secretary  
P.B. College, Gauripur.

Notice

Add On Course  
Writing Skill in English

This is for information to the students of Undergraduate classes (B. A/ B Com) that enrollment has already started for the Add On Certificate Course on Writing Skills in English for which classes will commence from the 1st week of September 2025. Enrolment for the same can be completed through the following link:


[https://docs.google.com/forms/d/e/1FAIpQLSf21-CvhNuWNSWx\\_zpbSdlsTUqNjzzM19mycjLQmDl2Iwirjw/viewform?usp=header](https://docs.google.com/forms/d/e/1FAIpQLSf21-CvhNuWNSWx_zpbSdlsTUqNjzzM19mycjLQmDl2Iwirjw/viewform?usp=header)

Course Instructor: Dr Kalyan Das

Sd/-  
(Dr. Kalyan Das)  
Principal  
P.B. College, Gauripur.  
Date: 01/09/2025

**Memo No. PBC/Admin /Notice/2025-2026/ 532(A-F)**  
**Copy forwarded for information and necessary action to:-**

1. Academic in-charge, P.B. College, Gauripur
2. All HODs, P.B. College, Gauripur
3. Coordinator, IQAC, P.B. College, Gauripur
4. Head Assistant, P.B. College, Gauripur
5. Notice Board
6. Guard File

  
Principal  
P.B. College, Gauripur.

**Add On Course**  
**Session: 2025-2026**  
**Odd Semester**  
**Course Name: Certificate Course on Writing Skill in English**  
**Course Duration: 30 hours**

**Objectives:**

The objective of the course is to provide the students with an opportunity to improve their writing skills which will be useful to them in their communications. The course also plans to strengthen the students grammatical skills for betterment of their quality of writing. Another target of the course is to introduce the students with the demands of official/professional communication vis-à-vis digital written communication.

**Number of credits: 2**

**Lectures per week: 3 of one hour each**

<b>Module 1:</b>	<b>Foundations of Writing</b>	<ul style="list-style-type: none"><li>• What is writing?</li><li>• Introduction to writing as communication</li><li>• The Sentence, Sentence structure and grammar essentials</li><li>• The Phrase</li><li>• Kinds of Sentences</li><li>• Parts of Sentence</li><li>• Parts of Speech</li></ul>
<b>Module 2:</b>	<b>Writing for Clarity and Style</b>	<ul style="list-style-type: none"><li>• What is a Paragraph?</li><li>• Construction of a Paragraph,</li><li>•Punctuation and capitalization rules,</li><li>•Paragraph development: topic sentence,</li><li>• Supporting details,</li><li>•Unity &amp; coherence,</li><li>• Linkage and Cohesion,</li><li>• Transition words and logical connectors,</li><li>•Word choice and vocabulary building,</li><li>•Avoiding redundancy and ambiguity,</li><li>Common grammatical errors,</li></ul>
<b>Module 3:</b>	<b>Various forms of Writing</b>	<ul style="list-style-type: none"><li>• Formal and informal letter writing,</li><li>•Email etiquette and workplace communication,</li><li>•CV/resume and cover letter writing,</li><li>•Report writing,</li><li>• Precise Writing</li><li>• Letter Writing</li><li>• Resume writing.</li><li>•Professional and Functional Writing</li><li>• Writing e-mails</li><li>• Attachments</li><li>• Sending e-mails</li><li>• Replying to e-mails.</li></ul>

**Modes of Evaluation:**

1. Class Tests
2. Online Tests/Assignments/Practical
3. Final Examination at the end of the Course

**Reference:**

1. Improve Your Writing Skills by Graham King – HarperCollins
2. College Writing Skills With Readings by John Langan – TMH
3. The Oxford Essential Guide to Writing Thomas S. Kane – Berkley
4. English Skills : Real Writing – Cambridge
5. With Answers By Gower – Cambridge
6. A Practical Course for Developing Writing Skills in English by Gangal J. K. - Prentice Hall India

**Course Instructor: Dr Kalyan Das, Pramathesh Barua College, Gauripur**