

**INDIAN INSTITUTE OF TECHNOLOGY TIRUPATI  
PROFORMA FOR NEW COURSE**

1.	Title of the Course	Academic Writing
2.	Course Number	HS4122
3.	Status of the Course	Elective
4.	Structure of Credits	3-0-0-3
5.	Offered To	UG
6.	New Course/Modification to	New
7.	To be Offered by	Dr. Prabha Shankar Dwivedi
8.	To take effect from	January 2019
9.	Prerequisite	Nil
10.	Whether approved by the Department	Yes
11.	<b>Course Objective:</b> This course is designed to introduce students to the general concepts of writing. Further, the students will be updated on rhetorical forms, and the methods and conventions of academic argumentation and research with an emphasis on the skills and practices required to produce academic essays, constructing arguments, and carrying out various types of analysis employing the various stages of the writing process.	
12.	<b>Course Content:</b> Paragraph structure (topic sentence, supporting examples, transition sentence); methods of writing; basic rhetorical modes (narration, description, exposition); writing process (pre-writing, writing, re-writing); punctuation, effective use of quotation, paraphrase and summary; stylistics (vocabulary, conciseness); letter writing; notice writing; report writing; resume/CV writing; proposal; netiquette; statement of purpose (SoP); plagiarism	
13.	Text book(s): 1. Bailey, S., <i>Academic Writing: A Handbook for International Students</i> , Routledge, (2017). 2. Savage, A., and Mayer, P. , <i>Effective Academic Writing (2nd Ed.)</i> , Oxford University Press, (2013).	
14.	Reference(s): 1. Rizvi, M. A., <i>Effective Technical Communication</i> , McGraw-Hill Education, (2005). 2. Hewings, M. , <i>Cambridge Academic English</i> , Cambridge University Press, (2004).	