

# Professional Writing

## Course Objectives

- The course aims at teaching students to write grammatically correct, clear, effective prose and applies it to writing for the workplace.
- Its objective is to help students develop writing skills and acquire the knowledge to apply these skills in standard workplace document formats.
- It includes a study of writing in a variety of professional contexts with an emphasis on assessing rhetorical situations and crafting messages to inform and persuade diverse audiences in a variety of forms and formats.

## Unit-1

Writing: Definition and Requirement

Writing Process: Prewriting, Writing and Post writing

Basic Writing Skills

Plain English

## Unit-2

Genres of Writing: Persuasive, Expository, Narrative, Descriptive and Argumentative

## Unit-3

Basic forms: Letters, Application, Memo, Notices and Minutes

Raising the Bar: Presentations, Proposal, and Report

## Unit-4

The Elements of Style: Grammar, Usage, and Mechanics

## Prescribed Texts

- ✓ *The Craft of Professional Writing*, Second Edition by Michael S. Malone
- ✓ *Literature and Art of Communication*. Parhi, Pati, Mohol et al. Cambridge University Press, 2019.
- ✓ *Professional Writing Skills: A Write It Well Guide* by Natasha Terk

## Suggested Readings

- ✓ *Huddleston R., and Geoffrey K. Pulia, eds. A Student's Introduction to English Grammar. CUP.2005*

- ✓ *MLA Handbook for Writers of Research Papers. Eighth edition. Modern Language Association of America. 2021*
- ✓ *Excellence In Business Communication by John V. Thill and Courtland L. Bovee*  
*On Writing Well by William Zinsser*

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