

**DR. AMBEDKAR COLLEGE, DEEKSHABHOOMI, NAGPUR-10**

**DEPARTMENT OF ENGLISH**

**CERTIFICATE COURSE IN PROFESSIONAL WRITING SKILLS IN ENGLISH**

**APPROVED UNDER JEEVAN SHIKSHA ABHIYAN,  
RASHTRASANT TUKADOJI MAHARAJ NAGPUR UNIVERSITY, NAGPUR-  
440010**

**DURATION OF THE COURSE: 15 CLOCK HOURS**

**DURATION: 02-20 MAY 2022**

Department of English conducted a Certificate Course in Professional Writing Skills in English for the students of B. A. Sixth Semester. There were 225 participants who registered for the course and availed the resources.


As decided in the monthly meeting of the department and suggested by the IQAC of the college, a certificate course was planned. A detailed syllabus for the same was prepared jointly by all the faculty members of the department. Accordingly a proposal was submitted to the Lifelong Learning Department of RTMNU, Nagpur. After approval from the competent authority, students were notified for registration. In all 225 students registered for the course.


In house faculty members were allocated proper workload for conducting the lectures, presentations and assignments on the portion taught to the students. Resource material was also supplied to the students in the form of ppt, pdfs, books, etc. a few sessions were also conducted in the language laboratory. A minimum of 5 lectures were conducted online taking into consideration the availability of students and ongoing schedule of the college.

All the soft copies of resources were stored on google drive and a link was shared to the students so that they can refer the material as and when required.

Feedback from students was obtained in the valedictory session of the course and an online google form was also circulated to record their objective opinions as well as further requirements. The valedictory session was attended by all the faculty members wherein a healthy interaction among teachers and students was observed. Dr. Shailesh Bahadure (Head), Dr. Ms. Priti Singh, Ms. Anita Tirpude, Mr. Manoj Andraskar, Mr. Dilip Rathod, Ms. Devyani Sharma, Ms. Rupali Bhave and Mr. Shreyas Kokate were present for this session. Students appreciated all the sessions and resources provided during the course and expressed their opinions.

Sanction Letter:

  
**RASHTRASANT TUKADOJI MAHARAJ NAGPUR UNIVERSITY**  
Established by Government of India, Ministry of Education, Department of Higher Education, No. 513 dated the 17<sup>th</sup> August, 1953 &  
University & State University governed by Maharashtra State Universities Act, 2010 (1954) Act No. 19 of 2010

  
**DEPARTMENT OF LIFELONG LEARNING AND EXTENSION**  
Gurunank Bhavan, University Campus, Amravati Road, Nagpur - 440 033. Phone : 2530860  
E-mail : doll\_rtmnu@gmail.com

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To,  
The Principal  
Dr. Ambedkar College Deekshabhoomi,  
Nagpur

No.DOLLE/67/22  
Dated : 29.04.2022

**Subject : Sanction for Conducting Short Term Courses under Jeevan Shikshan  
Abhiyan on No Grant Basis.**

Sir/Madam,


With reference to your proposal for conducting Short-Term courses indicated below under Jeevan Shikshan Abhiyan of this Department, this is to inform you that your proposal has been accepted and your College has been granted permission to conduct the course on the following conditions:

**Details of the Course**

Sr. No.	Name of the Course	Name of Course Coordinator	Duration	Credit	No of Candidates to be admitted	Fees to be Charged per Student	Fees to be Deposited With the Deptt.
1	Certificate Course in Professional Writing Skills in English.	Dr. Shailish Bhadure	15 hrs.	1	25	1000/-	100%

**Rules & Regulations of this Department regarding these courses should be strictly followed.**

- Owing to Covid-19 situations all the norms of Central & State Government and instructions by R.T.M. Nagpur University, Nagpur should be strictly followed.
- This sanction is valid for this particular Batch only.**
- Fees for the course should be charged as per the norms prescribed.
- Expenditure on the course should be incurred as per norms.
- Course should be started within a Month from the date of sanction.  
Please communicate your acceptance within a month and submit the Initial Report.
- Submit the List of Students admitted in the excel format attached herewith.  
Also send a soft copy in CD/Pen drive.

Your's faithfully,  
  
Principal

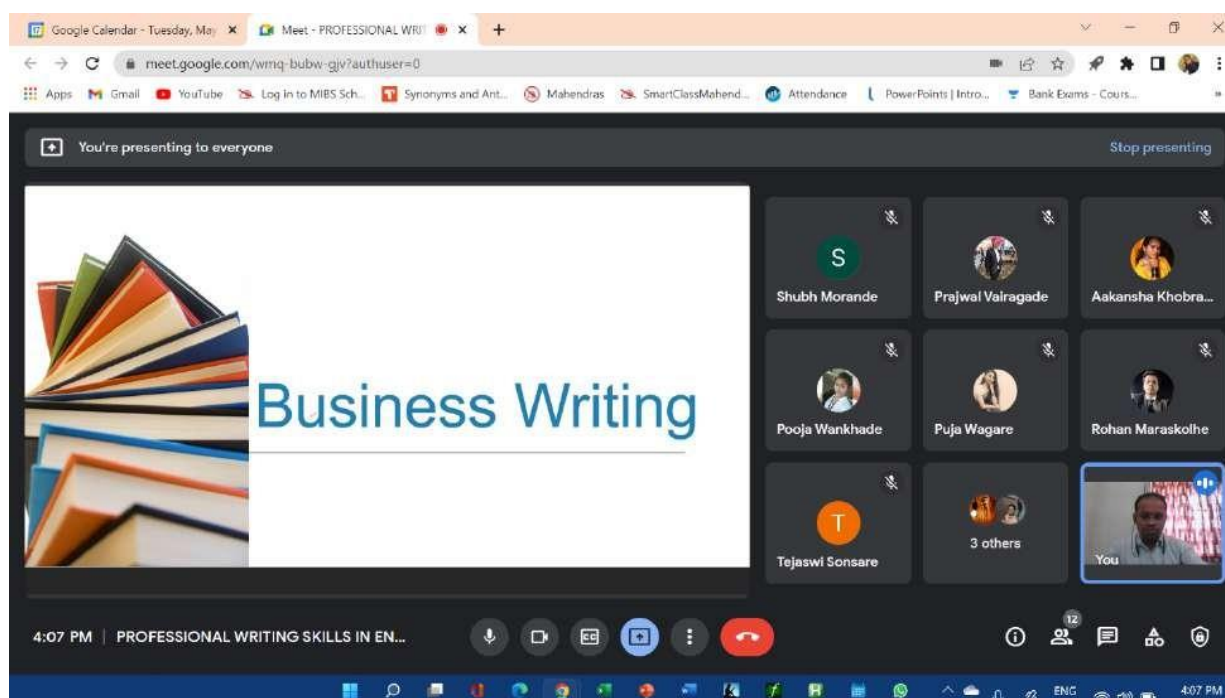
Syllabus of the course:

A	B	C	D
Sr No.	Daily hour	Day	Topic
1	1	1 <sup>st</sup> Day	Introduction to Technical writing
2	1	2 <sup>nd</sup> Day	Understanding the writing process.
3	1	3 <sup>rd</sup> Day	Introduction to Technical Reports writing
4	1	4 <sup>th</sup> Day	Significance of Reports
5	1	5 <sup>th</sup> Day	Types of Reports
6	1	6 <sup>th</sup> Day	Effective Technical Writing Practices
7	1	7 <sup>th</sup> Day	Identifying the Common Errors in Writing of English.
8	1	8 <sup>th</sup> Day	Writing Technical proposals and reports
9	1	9 <sup>th</sup> Day	Workplace communication skills (written mode). PART I
10	1	10 <sup>th</sup> Day	Workplace communication skills (written mode). PART II
11	1	11 <sup>th</sup> Day	Workplace communication skills (written mode). PART III
12	1	12 <sup>th</sup> Day	English Grammar for Professionals with exercises
13	1	13 <sup>th</sup> Day	Identification of Common errors, Subject Verb Agreement, etc
14	1	14 <sup>th</sup> Day	Noun-pronoun agreement, Sequence of Tenses and errors identification in Tenses.
15	1	15 <sup>th</sup> Day	English Vocabulary and its types with exercises.
Dr. S. J. Bahadure, Course Coordinator, 9420698699			

Link of the registration form: <https://forms.gle/VYLNUGvrWoiz1Szb8>

Whatsapp group link: <https://chat.whatsapp.com/FmDNP2yOG5Q1Qf5IeLuo1z>

Photographs:



Google Calendar - Tuesday, May ... Meet - PROFESSIONAL WRITING ...

meet.google.com/wmq-bubw-gjv?authuser=0

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## Conclusion!

Good business writing is mainly focused on the reader and how well the information is passed on to the reader and not on the ability of the writer to bring out literary pieces.

A good writer of a business document makes sure that complex information that is hard to understand is diluted, providing an easy, engaging read to its readers.

A wholesome business document is purposeful and aims to pass on a piece of information to the reader. It is easy to understand, clear and concise, and written with proper grammatical syntax.

Pooja Wankhade Aakasha Khobra... HIMANI PARCHA...

Puja Wagare Sonali Thool Shubham Prakas...

LAXMI NRUPNAR... Prajwal Valragade You

5:02 PM | PROFESSIONAL WRITING SKILLS IN EN...

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**Remember**

- Write with a positive attitude by paying attention to the words and expression you choose to get the results you want.
- Sentences should be positive unless there is a reason to stress the "not," "no" or "never."

Aakasha Khobra... Gaurav Khande... Shubham Prakas...

Tejaswi Sonsare Kabir Kale vaibhav kannalwar

Sonali Thool You

4:52 PM | PROFESSIONAL WRITING SKILLS IN EN...

Meet - PROFESSIONAL WRITING ...

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Kabir Kale Aakasha Khobragade Gaurav Khandekar vaibhav kannalwar

Sonali Thool Shubham Prakash Raut Tejaswi Sonsare

Tejaswi Sonsare joined

5:07 PM | PROFESSIONAL WRITING SKILLS IN EN...



Meet - PROFESSIONAL WRITING

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**Content**

- What information do my readers want?
- Will my readers understand technical terms?
- Would examples, details, or graphics help the readers to understand better?

Figure 1.1 PRC Triangle

You should keep in mind the PRC Triangle when writing a memo, an e-mail or a report. This shows that the purpose, reader and content of a report are all equally important but that each is influenced by the others (see figure 1.1).

Remember

4:38 PM | PROFESSIONAL WRITING SKILLS IN EN...

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**Example 2: Using bulleted lists**

I raised your difficulty about arriving for work on time. I pointed out that:

- your managers had done their best to take account of your travel problems; and
- you had agreed with them that Dubai was the most convenient place for you to work.

However, your initial improvement was short-lived. Over the past two months your punctuality has dropped to a totally unacceptable level.

By using bulleted lists, you draw your reader's attention to important items.

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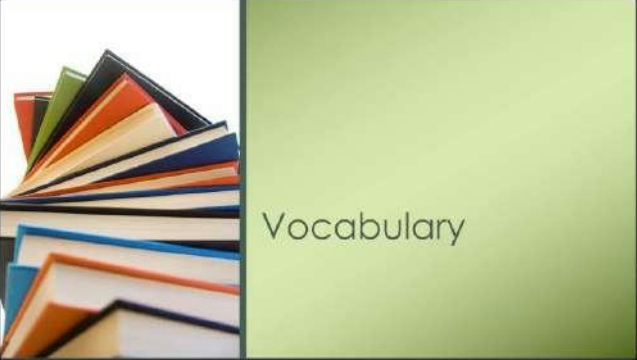
4:22 PM | PROFESSIONAL WRITING SKILLS IN EN...

Participants in the meeting:

- Aakansha Khobragade
- Gaurav Khandekar
- Kabir Kale
- Pooja Wankhade
- Tejaswi Sonsare
- LAXMI NRUPNARAYAN
- Shubham Prakash Raut
- Sonali Thool
- HIMANI PARCHAKE
- You

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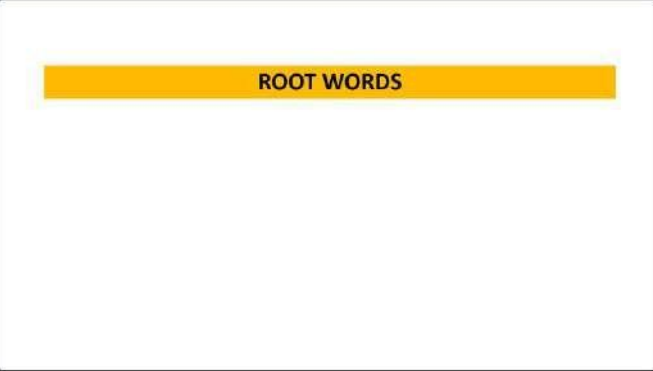
Vocabulary

4:44 PM | PROFESSIONAL WRITING SKILLS IN EN...

Kabir Kale, Gaurav Kharide..., Aakansha Khobra..., Pooja Wankhade, LAXMI NRUPNAR..., Shubham Prakas..., Sonali Thool, HIMANI PARCHA..., You

meet.google.com/vmq-bubw-gjv?pli=1&authuser=0

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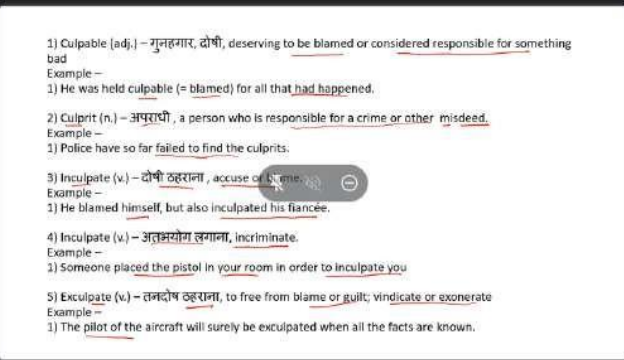
ROOT WORDS

4:13 PM | PROFESSIONAL WRITING SKILLS IN EN...

Aakansha Khobra..., Tejaswi Sonsare, Shubham Prakas..., Sonali Thool, Rohan Maraskolhe, Kabir Kale, You

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1) Culpable (adj.) – गुनहवार, दोषी, deserving to be blamed or considered responsible for something bad  
Example –  
1) He was held culpable (= blamed) for all that had happened.

2) Culprit (n.) – अपराधी, a person who is responsible for a crime or other misdeed.  
Example –  
1) Police have so far failed to find the culprits.

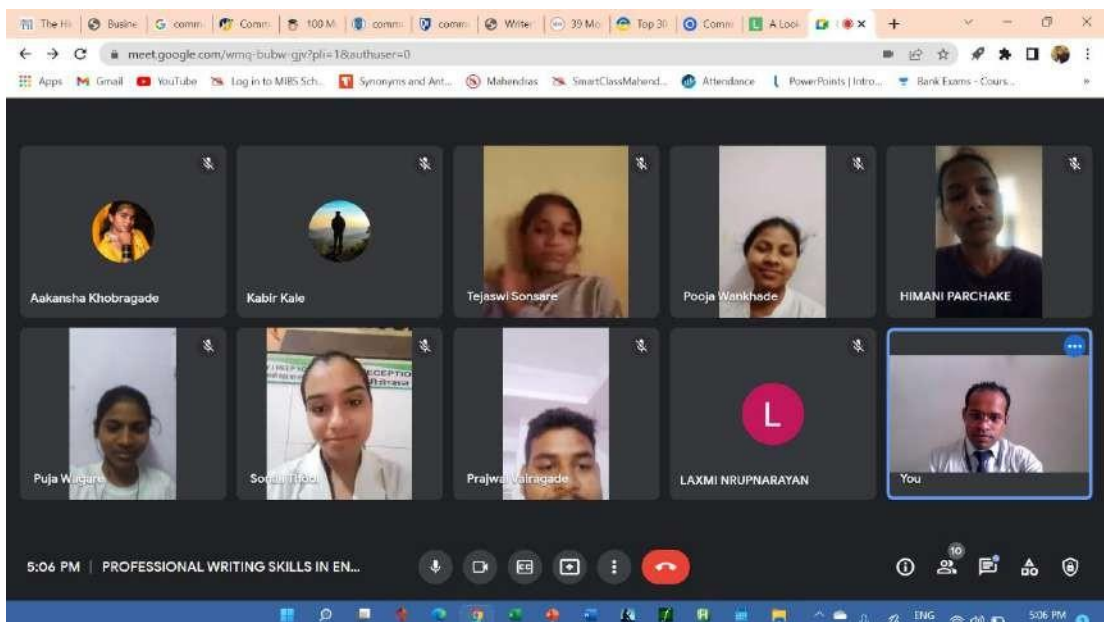
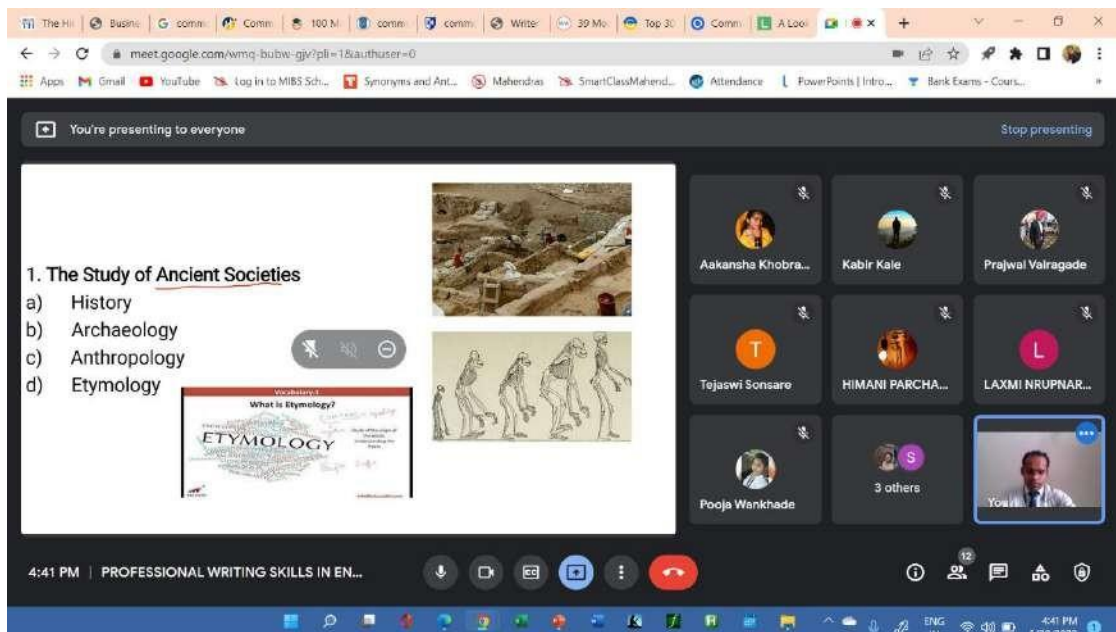
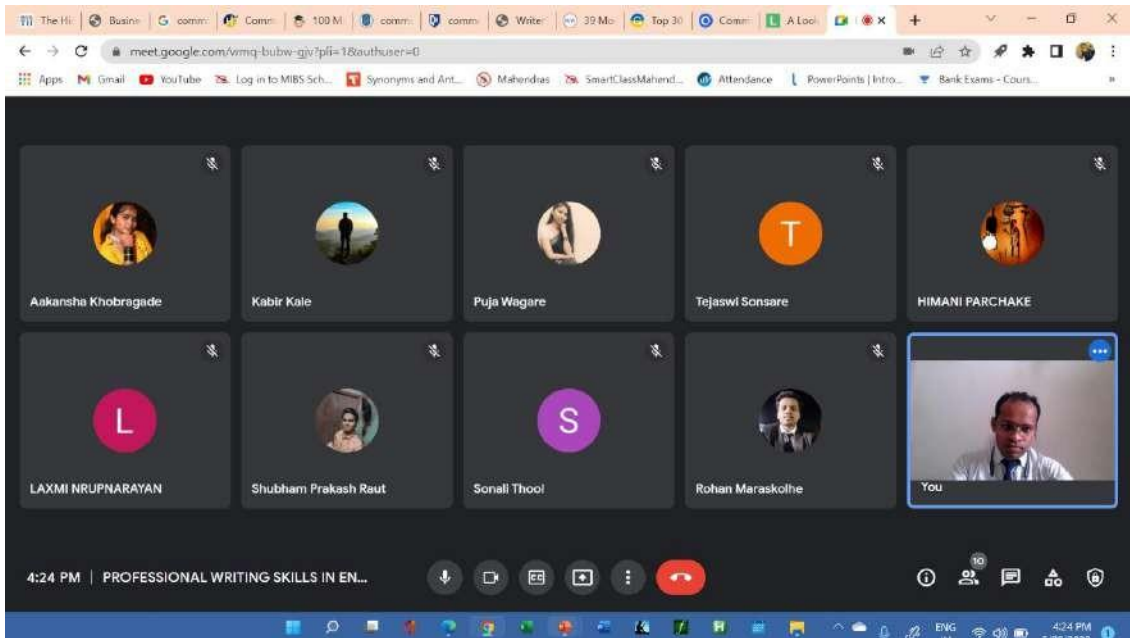
3) Inculpate (v.) – दोषी ठहराना, accuse or blame  
Example –  
1) He blamed himself, but also inculpated his fiancée.

4) Inculpate (v.) – अतुल्ययोग लगाना, incriminate.  
Example –  
1) Someone placed the pistol in your room in order to inculpate you

5) Exculpate (v.) – तनदोष ठहराना, to free from blame or guilt; vindicate or exonerate  
Example –  
1) The pilot of the aircraft will surely be exculpated when all the facts are known.

4:19 PM | PROFESSIONAL WRITING SKILLS IN EN...

Aakansha Khobra..., Tejaswi Sonsare, Shubham Prakas..., Sonali Thool, Rohan Maraskolhe, Kabir Kale, LAXMI NRUPNAR..., HIMANI PARCHA..., You





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# Common Writing Errors

4:05 PM | PROFESSIONAL WRITING SKILLS IN ENGLISH

Participants: Aakasha Khobragade, Sonali Thool, LAXMI NRUPNARAYAN, HIMANI PARCHAKE, Kabir Kale, You

Meet - PROFESSIONAL WRITING SKILLS IN ENGLISH

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Participants: Pooja Wankhade, LAXMI NRUPNARAYAN, Prajwal Vairagade, Aakasha Khobragade, Shubham Prakash Raut, Puja Wagare, Tejaswi Sonsare, valbhav kannalwar, Gaurav Khandekar, HIMANI PARCHAKE, You

4:32 PM | PROFESSIONAL WRITING SKILLS IN ENGLISH

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To: All Employees  
From: Plant Manager  
Date: May 15, 2020  
Subject: **New Bus Schedule**

**Whom does it concern**  
The new bus schedule affects all employees who must travel back and forth between the airport, plant and the production plant.

**Effective date**  
New buses will operate beginning June 15.

**Bus timings**  
The following table shows the bus-timing schedule for both buses leaving the main gates of each plant as follows:

Morning		Afternoon	
8:30	10:10	1:20	3:00
8:50	10:30	1:40	3:20
9:10	10:50	2:00	3:40
9:30	11:10	2:20	4:00
9:50	11:30	2:40	4:20

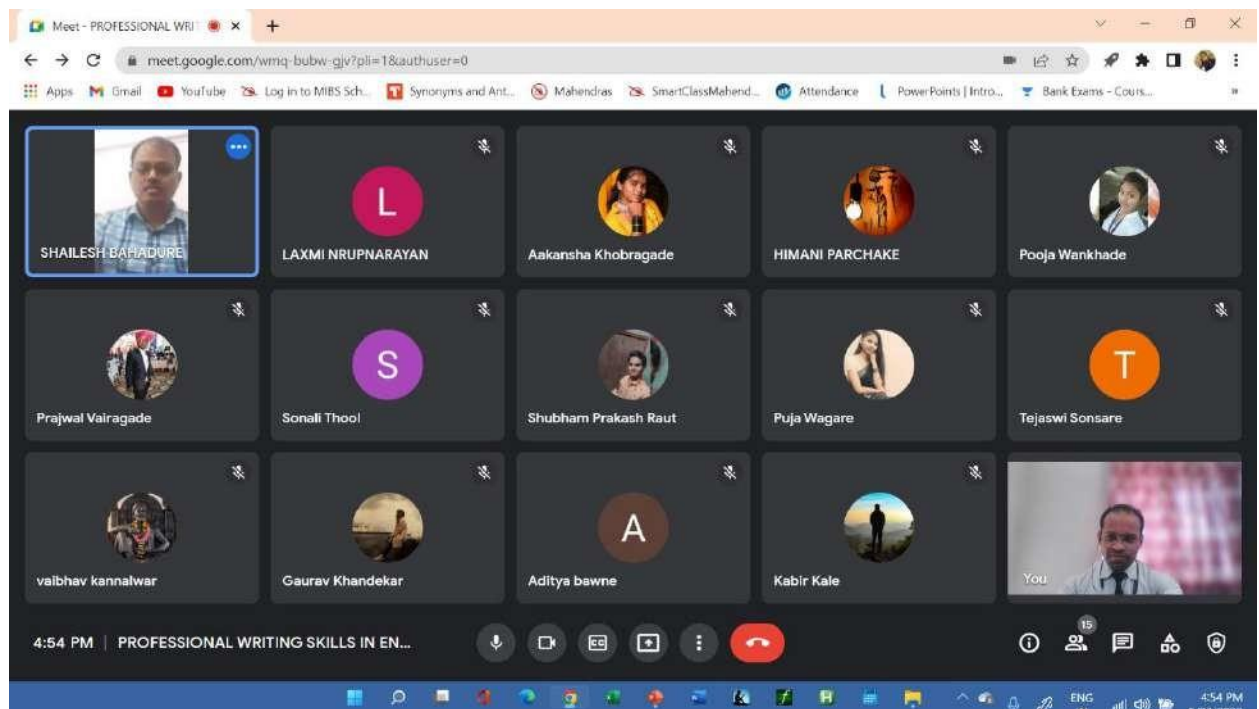
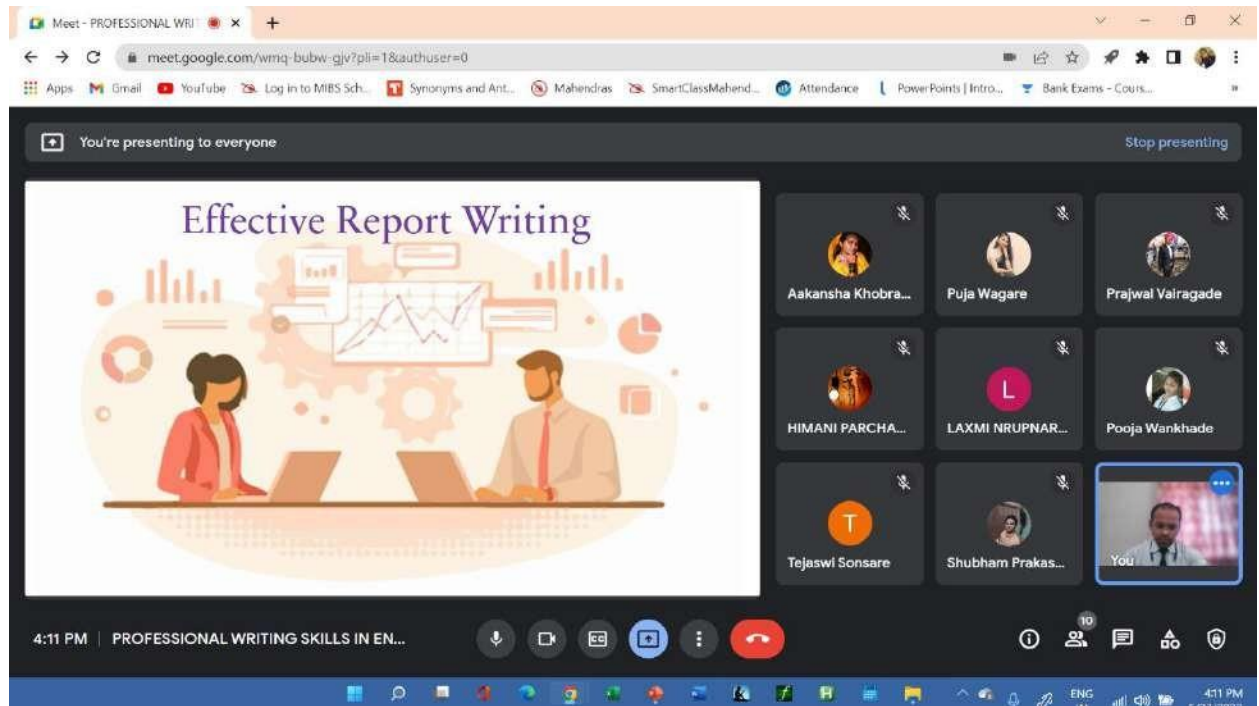
**Note:**  
No buses will leave between noon and 1 p.m., and the last bus will leave at 4:29 p.m.

Regards,  
Hajjar Jasim  
Plant Manager

Participants: LAXMI NRUPNARAYAN, Pooja Wankhade, Aakasha Khobragade, Sonali Thool, HIMANI PARCHAKE, Kabir Kale, Shubham Prakash Raut, You

4:23 PM | PROFESSIONAL WRITING SKILLS IN ENGLISH





Link of the feedback form: <https://forms.gle/TtbJjqi1xn61i8pQ6>

Google drive link of the resources: <https://drive.google.com/drive/folders/1G4u89xQCdx7wUCd6bbDvL3gYzKjyDZMc?usp=sharing>