

GUJARAT UNIVERSITY

Syllabus for All UG Programmes (Hons.)

Semester – I

Based on National Education Policy - 2020

Skill Enhancement Courses

SEC-WPS-116: Writing and Presentation Skills

(With Effect from Academic Year 2023-2024)

Andragogy: Classroom Lectures, Group Discussions, Role-Plays, Practical Exercises (Writing/Speaking Activities) etc.

Learning Objectives: This syllabus is designed:

- To enhance students' writing abilities across different categories.
- To develop among students the necessary skills to become effective communicators and proficient writers through a combination of theory, practice and constructive feedback.
- To imbibe confidence and proficiency in delivering an impactful presentation among students.

Learning Outcomes: On successful completion of the syllabus, the students will be able:

- To demonstrate a clear understanding of various writing mechanics and styles.
 - To edit and proofread their writing for clarity and accuracy.
 - To develop presentation skills to make their presentations effective in a variety of everyday situations.
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UNIT - I

Fundamentals of Writing

- 1. Writing - Importance and Components:** (a) Word (b) Phrase (c) Sentence (d) Kinds of sentences (e) Parts of Speech (f) Parts of Sentence
- 2. Punctuation Marks:** (a) Full stop (b) Comma (c) Colon (d) Semicolon (e) Question Mark (f) Exclamation Mark (g) Apostrophe (h) Quotation Mark (i) Dash (j) Hyphen (k) Dots (l) Slash
- 3. Various Purposes of Writing:** (a) To express (b) To entertain (c) To inform (d) To motivate (e) To request (f) To persuade (g) To explore (h) To promote ideas (i) To appreciate (j) To evaluate
- 4. Principles of Good Writing:** (a) Brevity (b) Clarity (c) Factual (d) Emphasis (e) Sophistication and Simplicity (f) Correctness (g) Avoiding Plagiarism
- 5. Modes of Writing:** (a) Descriptive (b) Narrative (c) Argumentative (d) Expository (e) Persuasive (f) Imaginative (g) Reflective
- 6. Process of Writing:** (a) Research (b) Prewriting (c) Outlining and Planning (d) Drafting (e) Revising (f) Editing and Proofreading (g) Finalizing the draft (h) Publishing
- 7. Types of Writing:** (a) Essay Writing (b) Academic Writing (c) Creative Writing (d) Business Writing (e) Media Writing (f) Resume Writing (g) Statement of Purpose (SoP) Writing (h) Legal Writing (i) Dialogue Writing (j) Administrative Writing

UNIT- II

Essentials of Presentation

- 1. Presentation:** Introduction, Importance and Need
- 2. Basics of Presentation:** (a) Persuasive speaking (b) Building rapport (c) Storytelling / Anecdote (d) Using evidence and data (e) Utilizing Virtual tools and technology (f) Handling unexpected situations and challenges (g) Responding queries (h) Getting feedback
- 3. Structure of Presentation:** (a) Title of presentation (b) Flow of presentation (c) Opening (Introduction of the topic) (d) Middle (Main Content) (e) Closing (Conclusion)
- 4. Use of Visual Aids in Presentation:** (a) Screen Board (b) Diagrams and Charts (c) Projector (d) PowerPoint (Slide Creation) (e) Audio and Video
- 5. Components of Effective Presentation:** (a) Analyzing Audience (b) Defining Objectives (c) Outlining and Structuring Content (d) Rehearsing Material (e) Developing Strategies (f) Using Multimedia Tools (g) Following Pause and Intonation Techniques
- 6. Use of Non-verbal Communication in Presentation:** (a) Appearance (b) Body Language (c) Sign Language (d) Para Language (e) Time and Space Language
- 7. Types of Presentation:** (a) Informative Presentation (b) Persuasive Presentation (c) Demonstrative Presentation (d) Motivational Presentation (e) Social Presentation (f) Academic Presentation (g) Business Presentation

Credit Distribution:

Course Credits: 02 Credits

(One credit means one hour of lecture – 2 Lectures per week)

Total No. of Teaching Hours: 30 Hours

Unit – I: 15 Hours

Unit – II: 15 Hours

Modes of Evaluation

1. Continuous and Comprehensive Evaluation (CCE) - (25Marks)

(A) Attendance: 05 Marks

(B) Assignment: 05 Marks

(C) Mid-Term Evaluation:15 Marks

After completion of the syllabus, the faculty member will conduct mid-term evaluation. The concerned faculty member will decide the mode of mid-term evaluation from the following:

❖ **MCQ Based Examination** (Online/Offline)

(15 MCQs of one mark each, Time Duration: 15 Minutes)

(OR)

❖ **Any one from the following:**

- Open Book Exam
- Practical Exam
- Essay/Article Writing
- Quizzes (On/Offline)
- Objective Test
- Class Assignment
- Research/Dissertation
- Case Studies
- Report Writing
- Interviews
- Poster Presentation
- Seminar
- Paper Presentation
- Viva Voce/Oral

(OR)

❖ **Descriptive Examination** (Time Duration: 45 Minutes)

Note: Structure of the Question Paper for Descriptive Examination

(Time Duration: 45 Minutes, Marks: 15)

Q –1. Briefly discuss any ONE of the following: (From Unit-I&II) 10

(A) General Question

(B) General Question

(C) General Question

Q – 2. Choose the correct options: 05

Notes: (1) Any 5 MCQs out of 8 from Unit-I&II)

(2) 4 MCQs to be asked from each unit

2. Semester End Evaluation (SEE) – (25 Marks)

Modes of Evaluation	Maximum Marks	Minimum Passing Marks
CCE	25	09
SEE	25	09

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Paper Style for Semester End Evaluation

All UG Programmes (Hons.)

Semester – I (NEP)

Skill Enhancement Courses

SEC-WPS-116: Writing and Presentation Skills

(With Effect from Academic Year 2023-2024)

Time: 1 Hour

Marks: 25

Q –1. Briefly discuss any ONE of the following: (out of three) 10

- (A) General Question
- (B) General Question
- (C) General Question

(From Unit-I)

Q – 2. Briefly discuss any ONE of the following: (out of three) 10

- (A) General Question
- (B) General Question
- (C) General Question

(From Unit-II)

Q – 3. Choose the correct options: 05

Notes: (1) Any 5 MCQs out of 8 from Unit-I&II)

(2) 4 MCQs to be asked from each unit

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Model Question Paper for Semester End Evaluation

All UG Programmes (Hons.)

Semester – I (NEP) English Medium

Skill Enhancement Courses

SEC-WPS-116: Writing and Presentation Skills

(With Effect from Academic Year 2023-2024)

Time: 1 Hour

Marks: 25

Q – 1. Briefly discuss any ONE of the following: 10

- (A) Writing - Importance and Components
- (B) Principles of Good Writing
- (C) Types of Writing

Q – 2. Briefly discuss any ONE of the following: 10

- (A) Presentation: Introduction, Importance and Need
- (B) Components of Effective Presentation
- (C) Use of Non-verbal Communication in Presentation

Q – 3. Choose the correct option: (Any five) 05

1. Which of the following is not a part of the writing process?

- (A) Prewriting
- (B) Outlining
- (C) Research
- (D) Critiquing

2. Which tense is typically used for discussing facts or universal truths?

- (A) Past tense
- (B) Present tense
- (C) Future tense
- (D) Perfect tense

3. Which mode of writing aims to paint a vivid picture by appealing to the senses?

- (A) Narrative
- (B) Descriptive
- (C) Argumentative
- (D) Reflective

4. What is plagiarism in writing?

- (A) Using strong language
- (B) Citing sources properly
- (C) Borrowing someone else's work without proper attribution
- (D) Incorporating humour and satire into a text

5. How can visual aids such as slides or props enhance a presentation?

- (A) By replacing the need for verbal explanations
- (B) By overwhelming the audience
- (C) By providing a distraction for the audience
- (D) By reinforcing and clarifying key points of the presentation

6. What is the purpose of a strong opening in a presentation?

- (A) To list all the topics
- (B) To establish credibility
- (C) To grab the audience's attention and introduce the topic
- (D) To provide a detailed background of the presenter

7. Use of evidence and data in a presentation increases _____.

- (A) Credibility
- (B) Outdated
- (C) Accurate
- (D) Irrelevant

8. How should the speaker's body language be during a presentation?

- (A) Annoyed
- (B) Nervous and angry
- (C) Confident and relaxed
- (D) Shy
