

This file has been cleaned of potential threats.

If you confirm that the file is coming from a trusted source, you can send the following SHA-256 hash value to your admin for the original file.

85ff2ba0d82e22c1e50b703b93babcb6277cb1d83b52db4b27bd5bf3514b2c0f

To view the reconstructed contents, please SCROLL DOWN to next page.

Short Term Course on Essentials of Writing



Aug. 2 - 8, 2012

Coordinator

Dr. Jayshree Chakraborty

**Department of Humanities & Social
Sciences**

I.I.T., Kharagpur - 721302

Scope of the Course

Writing is not only a graphic representation of speech but it requires a particular arrangement and organization of ideas in the mind of the author before they are put together in the written form in a structured way. Among the four linguistic skills – listening, speaking, reading and writing, writing is supposed to be the most effort-based skill acquired by human beings in their endeavor to communicate. Writing is also difficult because the structure of a written text is highly genre-based, and along with the common essential features like clarity, coherence and cohesiveness of a text, the author has to be particularly aware of the purpose of writing, the specific format of a text, spelling, punctuation and many other grammatical details of a written text in order to achieve efficiency in the art of writing. Although in the present age formal effective writing is most essential in various domains, very few people realize the importance of formal training in this field. The course intends to focus on every aspect of writing

with examples of sample texts. Topics of discussion are arranged in different groups showing the significance of all aspects of writing. Some of the topics to be discussed are:

1. Ingredients of good writing:

- (i) Content
- (ii) Organization
- (iii) Style

2. The genres and grammars of writing

- (i) The genre of describing
- (ii) The genre of explaining
- (iii) The genre of instructing
- (iv) The genre of arguing
- (v) The genre of narrating

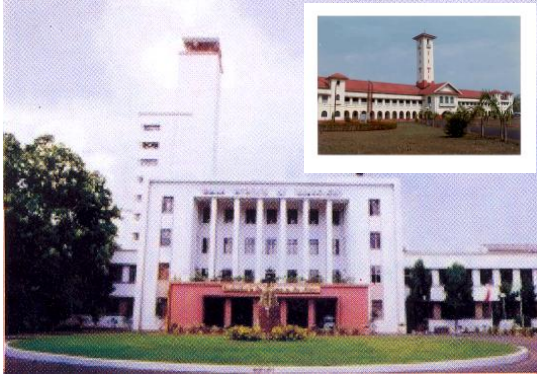
3. Structural and language features in different types of texts:

- (i) Literary texts
- (ii) Factual texts

The course will also focus on the technicalities of academic writing which make an academic documentation sound and elegant. Lectures will be delivered by highly proficient faculties of IIT Kharagpur and faculties from other Institutes / Universities with specialization in writing.

About IIT, Kharagpur

IIT Kharagpur is located 120 km south west of Kolkata.



Kharagpur is well connected to almost all parts of the country by train. There are frequent train services from Howrah railway station to Kharagpur. The institute is about 5 km away from Kharagpur station and can be reached by taxi, auto-rickshaw, cycle-rickshaw etc. IIT Kharagpur is the oldest IIT in the country and is the first among all other IITs in terms of diversity in curricular as well as extra-curricular activities.

Registration Fees

- **No Fee** for teachers sponsored by AICTE approved colleges/universities. However a DD of Rs. 400.00 should be enclosed with the application which will be refunded to the candidates who will be attending the course.
- Rs.5000.00 for teachers NOT sponsored by AICTE approved universities /colleges.
- Rs. 6,500.00 for Personnel from industry.
- Rs. 3000.00 for Research scholars/PG students [a certificate from parent institution is required].

**** Registration fee includes course fees, course material, accommodation, breakfast and all meals.**

TA: Selected teachers from AICTE approved Colleges/Universities will be paid TA (limited to a maximum of AC-III tier by the shortest route).

Important Dates

Last date for registration: **7th July, 2012**
[Completed application form should be received by the coordinator by this date]

How to Apply:

Interested persons may apply in the format given herewith along with the registration fee (as may be applicable), paid through a demand draft drawn in favour of 'CEP-STC, IIT Kharagpur' and payable at Kharagpur. The number of seats is limited and thus candidates are advised to register early.

Contacts:

Dr. Jayshree Chakraborty,
Dept. of HSS, IIT, Kharagpur 721302

Email : shree@hss.iitkgp.ernet.in

Phone : 03222-281810 (O), 283513 (R),

Short Term Course on Essentials of Writing

Aug. 2 – 8, 2012

Registration Form

Please complete the details below and mail along with the registration fee to :

Dr. Jayshree Chakraborty
Department of Humanities & Social Science
IIT Kharagpur 721302 (W.B.)

1. Name (Mr./Ms) : _____

2. Category : Academic/Industry/Student
[For registration as student, please enclose a certificate from parent institution.]

3. Organization : _____

4. Address : _____

5. Tel. No & E.Mail ID : _____

6. Highest Acad. Qualification: _____

7. Veg. / Non-Veg. : _____

8. Bank Draft No. : _____, Dt. _____
amounting Rs. _____ drawn on _____

Date _____ Signature of the Applicant

Certification (not applicable to self financed candidates) :

This is to certify and approve the above applicant as a QIP candidate / to sponsor the above applicant for the short term course on "Essentials of Writing", Aug. 2-8, 2012 organized by Dept of HSS at IIT Kharagpur.

Date _____ Signature and seal of approving authority