Polba Mahavidyalaya
Polba, Hooghly
Pin-712148
(Affiliated to the University of Burdwan)

Add on Course

SUBJECT
Introduction to Draft Writing

Organized by
Department of English
&
IQAC

Duration: 30 Hours
23rd May 2023 to 8th June, 2023

Chief Patron

Mr. Narugopal Kaibarta
Teacher-in-Charge

Eligibility

2nd and 4th Semester Student (ongoing)

Md Hijamms Rahamdm Sardar.
11·07·24

To,
The Teacher-in-Charge,
Polba Mahavidyalaya,
Polba, Hooghly,
Pin- 712148.

Sub: Seeking permission to organize an Add on course on "INTRODUCTION TO DRAFT WRITING"

Respected Sir,

With due respect, I, on behalf of the Department of English, Polba Mahavidyalaya, would like to request your kind permission to organize a thirty hour Add on course on "INTRODUCTION TO DRAFT WRITING" during the period of 23rd May to 8th June, 2023.

Hope you would be kind enough to provide your administrative support for the forthcoming Add on course.

Thanks and Regards,

Mr. Mizanur Rahaman Sardar,
Assistant Professor of English,
Polba Mahavidyalaya,
Hooghly-712148.

Allowed
16/5/24.

Telephone: (03213) 225128, 225133
web site: polbamahavidyalaya.com, Fax : (03213) 225128
e-mail: officepolbamahavidyalaya@gmail.com

POLBA MAHAVIDYALAYA

Post Office - Polba, District – Hooghly, West Bengal, Pin - 712148

AFFILIATED TO THE UNIVERSITY OF BURDWAN

Recognized under Sections 2(f) & 12(B) of the UGC Act. 1956 NAAC Accredited

Ref. No. ———————

Date: ———

N o t i c e

All Teaching, Non-Teaching Staff and Students of Polba Mahavidyalaya are hereby informed that the Department of English in collaboration with IQAC is going to organize an Add on Course entitled "Introduction to Draft Writing" during the period 23rd May to 8th June, 2023, at the College premises.

Interested students are requested to enrol their name in this course immediately.

———————————
Coordinator
IQAC

———————————
Teacher-in-Charge

Teacher in Charge
Polba Mahavidyalaya
Polba, Hooghly, West Bengal

# List of Students Enrolled in the Add On Course "Introduction to Draft Writing" for the Session 2022-23

Sl No	Roll No	Subject	Semester	Name	Signature
1.	201	English	4th	Pramita Ganguly	Pramita Ganguly
2.	206	English	4th	Rittika Nandi	Rittika Nandi
3.	209	English	4th	Tithi Ghosh	Tithi Ghosh
4.	203	English	4th	Shraboni Ghosh	Shraboni Ghosh
5.	204	English	4th	Jit Sinha	Jit Sinha
6.	202	English	4th	Susmita Maity	Susmita Maity
7.	207	English	4th	Ananya Mukherjee	Ananya Mukherjee
8.	208	English	4th	Debasish Mondal	Debasish Mondal
9.	205	English	4th	Akil Hossain	Akil Hossain
10.	210	English	4th	Sk. Mohammad Shoyeb	Sk. Mohammad Shoyeb

Md Mizanur Rahaman Sardar.

11.	201	English	2nd	Pooja Singh	Pooja Singh
12.	202	English	2nd	Papita Debnath	Papita Debnath
13.	203	English	2nd	Sakimun Khatun	Sakimun Khatun
14.	204	English	2nd	Biresh Kumar Giri	Biresh Kumar Giri
15.	205	English	2nd	Sohini Ghosh	Sohini Ghosh
16.	206	English	2nd	Mehek Sultana	Mehek Sultana

Md Mijanur Rahaman Sardar.

HoD, Department of English

Teacher-in-Charge
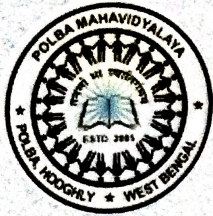
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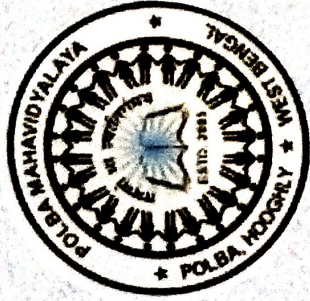NAAC Accredited

Certificate of Participation

This is to certify that

Pramita Gangaly, of Semester IV, has successfully completed Add-on course entitled Introduction to Draft Writing organized by the Department of English and IQAC, Polba Mahavidyalaya, Polba, Hooghly-712148, from 23rd May to 8th June, 2023, and obtained Grade A+

Course Coordinator &HOD,
Dept. of English
(Md. Mizanur Rahman Sardar)

IQAC Co-Ordinator
(Santanu Sengupta)

Teacher-in-charge
(Narugopal Kaibarta)

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NAAC Accredited

Certificate of Participation

This is to certify that

Pooja Singh, of Semester II, has successfully completed Add-on course entitled *Introduction to Draft Writing* organized by the Department of English and IQAC, Polba Mahavidyalaya, Polba, Hooghly–712148, from 23rd May to 8th June, 2023, and obtained Grade A+

Md Mijanur Rahman Sardar.
Course Coordinator &HOD,
Dept. of English
(Md Mizanur Rahman Sardar)

IQAC Co-Ordinator
(Santanu Sengupta)

Teacher-in-charge
(Narayopal Kaibarta)

No Course fees are needed for this course; the course is free for interested students

Certificates will be issued only to those participants who complete the Course successfully by following rules & and regulations.

Rules & Regulations related to the Course:

- The assessment process will have a total score of 100. Out of these 10 marks for attendance.
- The process of evaluation will be explained during the class sessions.
- Students must attend all the assessments that have been scheduled to be eligible for certification.
- Every student must have a minimum attendance of 70% throughout the course to receive any certificate.
- The certificate's category will be decided based on the marks obtained, following the subsequent guidelines:

Score on 100	Grade
90-100	A+
80-89	A
70-79	B+
60-69	B
50-59	C
Below 50	Fail

Md Mizanur Rahaman Sardar
11.07.24

Course Design

Course	Introduction to Braille
Eligibility	2nd and 4th Sem students of undergraduate level
Faculty	Internal faculty
Course Fee	Nil
Intake Capacity	20
Class Duration	1 Class–1 hr. 2hrs / day.
Course Duration	30 hours
Assessment Process	i. Attendance ii. Practical test
Student Feedback	

Md Mizanur Rahaman Sardar
11.07.24

Course Objectives

This 30-hour Basic Draft Writing course will provide:

- Understanding the writing process
- Purpose of drafting
- Learn techniques for generating and organizing ideas during the drafting phase, including brainstorming, free writing, and outlining
- Methods for structuring content in a draft, understanding the importance of clear organization and logical flow
- Drafting strategies that help in expressing ideas coherently and effectively, including strategies for introductions, body paragraphs, and conclusions.
- Skills for differentiating between the processes of revising and editing, understanding that drafting primarily involves the generation of content, while revision and editing focus on refining and polishing
- Developing skills in giving and receiving constructive feedback during the drafting phase, understanding how peer review can enhance the quality of writing
- Enhanced critical thinking skills by evaluating the effectiveness of ideas, arguments, and evidence during the drafting process
- Learning techniques for ensuring clarity and coherence in writing, focusing on transitions, sentence structure, and the logical progression of ideas
- Understanding of how to incorporate feedback from peers or instructors into subsequent drafts, recognizing the value of multiple iterations in the writing process
- Developed effective time management skills during the drafting phase, understanding the importance of allocating sufficient time for brainstorming, drafting, and revision
- Scope to familiarize students with digital tools and resources that can aid in the drafting process, including word processing software, online collaboration platforms, and writing apps
- Development of an awareness of the target audience during drafting, understanding how audience considerations influence content and tone
- Encouragement of creativity and exploration during the drafting phase, allowing students to take risks and experiment with different ideas and approaches
- Discussions on ethical considerations related to drafting, including proper citation, avoiding plagiarism, and giving credit to sources
- Focus on the effective use of language during drafting, encouraging students to choose words and phrases that convey their ideas precisely and engagingly
- Preparation of students for the subsequent revision process by emphasizing the importance of a well-developed draft as a foundation for refining and polishing their work

Md Hizam Rahman Sarder
11.07.24.

Course Description

A Draft Writing course is an educational program that focuses on teaching students the skills and techniques involved in the initial stages of the writing process, particularly the creation of drafts. The course aims to enhance students' ability to generate, organize, and articulate ideas effectively before moving on to the revision and editing phases of writing. Draft writing refers to the initial stage of the writing process where writers create a preliminary version or draft of their work before revising and editing. During this phase, the emphasis is on generating ideas, exploring content, and putting thoughts on paper in a relatively unpolished form. Drafts serve as a starting point for the writer to develop and refine their ideas, structure their content, and experiment with language and style.

Key aspects of draft writing include:

1. Idea Generation: Writers use various techniques such as brainstorming, freewriting, and outlining to generate and organize ideas for their piece.
2. Exploration of Content: The drafting phase allows writers to explore different angles, perspectives, and approaches to their topic. It's a time for experimentation and creative thinking.
3. Organization: Writers begin to structure their content during drafting, deciding on the order of ideas, creating paragraphs, and establishing a flow for the piece.
4. Creativity: Drafting encourages writers to be creative and take risks with their language and expression. It's a time to explore different writing styles and voices.
5. Flexibility: Drafts are flexible and can undergo significant changes. Writers can move, add, or remove content as they see fit, refining their message and focus.
6. Revision Readiness: The draft serves as a foundation for the revision process. Once the initial ideas are on paper, writers can evaluate and revise their work to improve clarity, coherence, and overall effectiveness.

Draft writing is an essential step in the writing process, allowing writers to overcome the initial challenges of a blank page and providing a tangible starting point for further development. It's important to understand that the initial draft is not expected to be perfect; rather, it is a work in progress that sets the stage for refinement and improvement through subsequent revisions.

Md Hijam 6 Rabendra Sardar
11.07.24

Course Schedule

Hour	Topic	Teaching Activities
1-2	Introduction to Draft Writing	• Understanding the importance of clear and effective writing. • Basics of audience analysis and purpose
3-5	Planning and Outlining	• Techniques for brainstorming and organizing ideas. • Creating effective outlines for different types of documents
6-8	Drafting Techniques	• Developing a strong introduction and conclusion. • Building coherence and flow within paragraphs
9-10	Clarity and Conciseness	• Strategies for simplifying complex ideas. • Eliminating redundancies and unnecessary words.
11-12	Introduction to Editing	• Understanding the editing process. • Differentiating between developmental and copy editing.
13-15	Common Editing Techniques	• Improving sentence structure and syntax. • Addressing common grammar and punctuation errors.
16-18	Proofreading Techniques	• Importance of proofreading in the writing process. • Identifying and correcting typos, spelling, and formatting errors.
19-21	Revision and Feedback	• Strategies for revising and refining drafts. • Providing and receiving constructive feedback
22-24	Practical Editing Exercises	• Hands-on editing exercises on various types of documents. • Peer review sessions for collaborative learning
25-28	Document-Specific Editing Challenges	• Addressing challenges in editing different types of documents (reports, essays, emails, etc.). • Incorporating industry-specific editing standards.
29-30		Assessment

Instructors:

1. Mr. Mizanur Rahaman Sardar, Assistant Professor, Department of English, Polba Mahavidyalaya
2. Ms. Manali Choudhury, Assistant Professor, Department of English, Polba Mahavidyalaya

Course Outcome

The course outcomes of a Draft Writing course are designed to reflect the skills and knowledge that students are expected to acquire by the end of the course. These outcomes encompass a range of writing-related abilities, critical thinking, and practical application of drafting techniques. Here are potential course outcomes for a Draft Writing course:

- Students should be able to articulate the stages of the writing process and understand the role of drafting within that process.
- Develop skills in brainstorming, freewriting, and other techniques to generate creative and organized ideas for writing.
- Create well-organized drafts with clear introductions, logically developed body paragraphs, and effective conclusions.
- Demonstrate the ability to apply drafting strategies to different genres of writing, such as narrative, expository, and persuasive writing.
- Understand the difference between revision and editing and apply effective self-revision strategies to improve the quality of drafts.
- Actively engage in peer review processes, providing and incorporating constructive feedback to enhance writing.
- Develop time management skills specific to the drafting phase, ensuring a balance between generating ideas and refining content.
- Consider the target audience while drafting, adjusting content and tone to suit the intended readership.
- Familiarize themselves with and effectively use digital tools and resources that aid the drafting process, including word processing software and collaborative platforms.
- Demonstrate creativity and experimentation with language and style during the drafting phase.
- Cultivate a habit of reflection, allowing students to assess their own writing processes, strengths, and areas for improvement.
- Grasp ethical considerations related to drafting, including proper citation, avoiding plagiarism, and maintaining integrity in the writing process.
- Understand the role of drafting as a foundation for producing polished and refined final drafts.
- Apply drafting skills learned in the course to various writing contexts, such as academic, professional, and creative writing.
- Develop critical thinking skills by evaluating the effectiveness of arguments, evidence, and overall coherence in drafts.
- Show improvement in drafting skills over the duration of the course, as evidenced by revisions and final projects.

These outcomes are meant to provide a comprehensive overview of the skills and knowledge that students are expected to gain from a Draft Writing course. They are subject to modification based on the specific focus, objectives, and level of the course.

Md Mizanur Rahaman Sardar
11.07.24.

Department of English.

ADD-ON COURSE

REGISTER OF ATTEND-
FOR THE MONTH
ATTEND -

ANCE OF PUPILS
OF ____

(23rd May 2023 – 8th June 2023)

Serial No.	Roll No.	NAME OF PUPILS	Attendance (1–19)	Attendance (20–31)	No. of days
Sem-II	201	Pooja Singh			Present / Late Present / Absent / on Leave / Absent without Leave
Sem-II	202	Papita Debnath			
Sem-II	203	Satkirun Khatun			
Sem-II	204	Binesh Kumar Giri			
Sem-II	205	Sohini Ghosh			
Sem-II	206	Mehek Sultana			
Sem-IV	201	Pramita Ganguly			
Sem-IV	202	Susmita Maity			
Sem-IV	203	Shraboni Ghosh			
Sem-IV	204	Jit Sinha			
Sem-IV	206	Rittika Nandy			
Sem-IV	207	Ananya Mukherjee			
Sem-IV	208	Debasish Mondal			
Sem-IV	209	Tithi Ghosh			
Sem-IV	210	Sk Mohammad Shoyeb			
Sem-IV	205	Akil Hossain			

REMARK

Md Mizanur Rahaman Sardar
11.07.24

Glipmses of Add on course on INTRODUCTION TO DRAFT WRITING