

SEC-2 (Text Editing: Rewriting and Proofreading)

Credits: 2  
Tutorials: 1 per week  
Total Marks: 50  
External Exam: 35 marks

Lectures: 2 per week  
Self-Study: Minimum 2 hours per week  
Time: 1.5 hours  
Internal Exam: 15 marks

COURSE CONTENT  
SECTION A

1. Usage, Punctuation and Style

Prescribed Books: Patricia T. O'Conner's *Woe is I*  
June Casagrande's *It Was the Best of Sentences, It Was the Worst of Sentences*

SECTION B

2. Composition

Prescribed Books: Thomas Kane's *The Oxford Essential Guide to Writing*

Introduction

Part 1 The Writing Process

Part 2 The Essay

Part 3 The Expository Paragraph

Part 4 The Sentence

Chapter 18 - The Sentence: A Definition

Chapter 20 - The Well Written Sentence: (1) Concision

Chapter 21 - The Well Written Sentence: (2) Emphasis

Part 5 Diction

Chapter 24 - Meaning

Chapter 25 - Clarity and Simplicity

Chapter 26 - Concision

TESTING

Internal Assessment

Internal assessment shall be as per the University ordinances in force.

External Examination

INSTRUCTIONS FOR THE PAPER-SETTER

The question paper shall comprise three sections.

Sections A will have two questions from the respective section of the syllabus, of which the candidate will be required to attempt one question in about 450-500 words. Each question shall carry 12 marks. Section A shall carry a total of 12 marks.

The instructions for Section B remain the same as those of Section A. Section B shall carry a total of 12 marks.

Section C will be compulsory and shall comprise six questions. There shall be five short-answer type questions of 02 marks each, covering the entire syllabus and one objective type question carrying 01 mark. Section C shall be of  $[(5 \times 2 = 10) + 1 = 11 \text{ marks}]$ .

*M. S. C.*  
27-07-21