

Session: 2025-26			
Part A - Introduction			
Name of Programme	English		
Semester	6		
Name of the Course	Manuscript Writing		
Course Code	B23-SEC-402		
Course Type	SEC-4		
Level of the course	200-299		
Pre-requisite for the course (if any)			
Course Learning Outcomes (CLO)	CLO 1: The students will understand various aspects of manuscript writing. CLO 2: They will learn about the details of writing process. CLO 3: They will know techniques of manuscript writing. CLO 4: They will be introduced to the mechanics of citing and referencing sources.		
Credits	Theory	Tutorial	Total
	2	0	2
Teaching Hours per week	2	0	2
Internal Assessment Marks	15	0	15
End Term Exam Marks	35	0	35
Max. Marks	50	0	50
Examination Time	3 hours		
Part B- Contents of the Course			
Instructions for Paper- Setter: The examiner will set 5 questions asking two questions from each unit and one compulsory question. Compulsory Question No. 1 will be based on all the 4 Units having 4 short questions. Students will be required to attempt any 2 in about 300 words each. The examinee will be required to attempt 5 questions, selecting one question from each unit and the compulsory question. All questions will carry equal marks.			
Unit	Topics		Contact Hours
I	Manuscript Writing: Definition, Purpose and Significance Types of Manuscripts: Original Article, Case Studies, Reflective Essays, Review Articles, Brief Reports		7
II	Understanding the Writing Process: Pre-writing, drafting, revising, editing, and proofreading.		7
III	Principles of Effective Writing: Clarity, coherence, conciseness, and precision. Writing Techniques: Developing a strong thesis statement, using evidence and supporting argument Revision and Editing: Techniques for revising and improving clarity and coherence Proofreading: Symbols for Proofreading		8
IV	Drafting and Revising: outlining and drafting a literary manuscript, techniques for revision, editing and improving clarity Final Manuscript and Presentation: preparing the final version of the manuscript, presenting the key arguments in a concise manner		8
Total Contact Hours			30
Suggested Evaluation Methods			
Internal Assessment: 15		End Term Examination: 35	
➤ Theory	15	➤ Theory:	35
• Class Participation:	4	Written Examination	

•Seminar/presentation/assignment/quiz/class test etc.:	4	
•Mid-Term Exam:	7	

Part C-Learning Resources

Recommended Books/e-resources/LMS:

1. Wayne C. Booth et. al. The Craft of Research. University of Chicago Press.
2. William Strunk Jr. and E.B. White. The Elements of Style. Independently Published, 2019.
3. James D. Lester, Writing Research Papers: A Complete Guide. Pearson, 2015.
4. MLA Handbook for Writers of Research Papers by The Modern Language Association of America