



## R.M.K. COLLEGE OF ENGINEERING AND TECHNOLOGY

R.S.M. Nagar, Pudukkottai – 601 206.



### DEPARTMENT OF SCIENCE & HUMANITIES

<b>Online Course Title</b>	A 3 day Crash Course on “Art of Professional Writing”
<b>Faculty attended</b>	<b>M. IDA</b>
<b>Learning Outcome</b>	To write professionally and effectively. To be aware of the writing nuances.
<b>Summary / Content of the programme</b>	<p>Writing skill, the most daunting of all the skills, when learnt systematically, incorporating tips and techniques would surely help anybody write better and effectively. The Course taught the Fundamental purpose, Attitude and Approach for writing with Clarity, Conciseness and Density.</p> <p>The Course gave an indepth view of Spelling reform, the purpose and power of Punctuation, Active writing, writing concise texts over short ones. To understand and gain effective writing, exercises on Conventional writing and Professional writing were given. The Course gave detailed account of the career prospects that Professional Writing offers. Several forms of letters, drafting Minutes of the Meeting, E mail etiquettes were the content and the Assessment was done through Quiz.</p>
<b>Suggestions / comments of Faculty</b>	The Course gave a wide view of the art of writing well and it was highly informative.