**CSK 1201 PRACTICE OF WRITTEN COMMUNICATION**
The course provides students with skills in specific writing skills in various writing styles and genre. Written communication practices and theories as observed and studied in personal and professional contexts will be explored.
Exercises will be given to improve students’ ability to gather information and analyse it, to integrate ideas about communication and to express those ideas clearly and cogently in writing.

Group practicals will emphasise the elements of planning and logical structuring of an argument, developing a discussion which requires careful questions related to texts, writing an essay from plan; analysing books/texts dealing with similar subjects from different points of view; stylistic features of a sample of a variety of the use of English. And the demonstration of how to use periodicals and other reference books to obtain specific information.

***Objective of the course:***

* To provide and equip students in specific writing skills in various writing styles and genres.

**Course content:**

# UNIT 1: INTRODUCTION TO EFFECTIVE WRITING

* Speech and writing
* Attitudes about writing
* Developing the ability to write
* Qualities of good writing

# UNIT 2: GUIDING STEPS TO WRITING WELL

* Generating ideas
* Analysing the ideas and information
* Stating the purpose
* Planning
* To write
* Evaluate, revise and edit

# The Writing Process and Writing Sub-Skills

* Preparation
* Drafting
* Revision
* Editing and Proof reading

# Sub-Skills

* Spelling
* Punctuation
* Sentence Construction
* Paragraphing

# UNIT 3: THE SHAPING PROCESS

* Audience
* Reviewing your prewriting
* The first draft
* Writing effective sentences

# UNIT 4: THE POWER OF PERSPECTIVE

* Patterned thinking
* Narration
* Description
* Exemplification
* Cause-effect
* Compare and Contrast
* Definition
* Classification and division

# UNIT 5: WRITING FOR VARIOUS GOALS

# UNIT 6: SPECIALISED FORMS OF WRITING

**Reports**: Format, logic and presentation

* Investigative reports
* Feasibility reports
* Letter reports
* Summary reports
* Writing a summary
* Scientific research report

**Letter and Memoranda**

* Introduction
* Conventions of structure and presentation
* Kinds of letters
* Checklist for business letters
* Memoranda/Memos and checklist for memoranda

**Writing about employment**

* Applications
* Curriculum Vitae
* Acceptance letter
* Recommendation/ Reference Letter

# UNIT 7: READABILITY

* The writer
* The text
* The reader
* Checklist for readability

# UNIT 8: DOCUMENTATION

* Reasons for documentation
* Methods of documentation
* Styles of referencing
* Preferred style for documentation.

***Principles of scholarly writing*** *i.e. Plagiarism*

* *Citation of sources*
* *Footnotes, Endnotes*
* *References and Bibliography*

**Learning Outcomes:**

By the end of the course students should be able to:

1. Understand how the writing process works and apply the writing process
2. Write effective sentences, paragraphs and essays
3. Write effective documents for formal correspondence

**Course assessment:**

Extended coursework essay}

Group presentation} = 30%

Test}

Final Comprehensive Examination = 70%

(End of Semester)

**Instruction methods:**

Lectures

Case Studies

Group Discussion and Class Presentations

Activity Research Work

**References:**

Barnwell, H.W. (1987).The Resourceful Writer, Houghton Miffun Company. Boston.

Betts,D/I & Howell, C.S.(1984).The Writing Plan, Pretence Hall Inc, Eaglewood Cliffs, New Jersey.

Morgans & Vivion M.(1987) The Writer’s Circle .St. Martins’s Press, N.Y

Schalkwyk, H.V (1994) Language Communication. English 2nd Ed.,Lexicon Publishers,Johannesburg.

Siff,M. (Ed)(1990).Professional Communication Perskor Publishers Johannesburg, 1990