

**BILASPUR (C.G.)  
SYLLABUS  
CLASS: B.A./B.SC./B.COM./B.SC.(H.SC.)**

**Max. M. – 60**

**Min. M. –  
21**

**SEMESTER – VI  
BASICS OF WRITING SKILL**

**Note:**

- All questions are compulsory.
  - Questions are to be set from each unit
  - There will be internal choice in each unit. Marks are indicated against the units.
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**UNIT – I** Spellings

(a) Spelling Numbers ( One to One Lac)

05

(b) Spelling Correction

05

(c) Spelling Formations

06

**UNIT – II** (a) Punctuation: - comma (,) Full stop (.) Inverted comma  
(“”)Exclamatory

mark (!) Interrogatory mark (?) Apostrophe (‘)

05

(b) Arranging sentences in a meaningful order

05

**UNIT – III** (a) Situational Conversation (At the Railway Station, At the Library,  
At the

Hospital, At the Market, At the Bank)

05

(b) Notice

05

**UNIT – IV** (a) Formal Letter

05

05 (b) Informal Letter

**UNIT – V(a) Prepositions**  
07

07 (b) Adjectives (Types of degrees)

**Note:** There will be a project work comprising of 20 marks.  
There will be two Unit Test each of 20 marks.

**Recommended Books:**

- **Synergy by Orient Blackswan.**
- **Word Power Made Easy by Norman Lewis (Goel Saheb)**
- **English Grammar and Composition by Wren and Martin**