

# Course list



([https://elearn.nptel.ac.in/wp-content/uploads/2022/03/109107172\\_22.jpg?v=c86ee0d9d7ed](https://elearn.nptel.ac.in/wp-content/uploads/2022/03/109107172_22.jpg?v=c86ee0d9d7ed))

## Effective Writing

★★★★☆ (1 customer review)

₹1,000.00

Prof. Binod Mishra

IIT Roorkee

**\*Additional GST and optional Exam fee are applicable.**

**Add to cart**

SKU: IIT Roorkee Category: NPTEL  
self paced courses  
(<https://elearn.nptel.ac.in/product-category/nptel/?v=c86ee0d9d7ed>)

**Search**

Search products...

| Description    | Additional information | Certification Process |
|----------------|------------------------|-----------------------|
| Course details | Reviews (1)            |                       |

## Course details

### Topics :

Introduction to Effective Writing  
Effective Writing as an Art



Principles of Effective Writing

Types and Stages of Effective Writing

Notions of Correctness and Appropriateness, Part I

Notions of Correctness and Appropriateness, Part II

Essay Writing

Types of Essays

Essentials of Academic Writing, Part I

Essentials of Academic Writing, Part II

Business Writing and its Functions

Mechanics of Business Writing

Business Letters and Memos

Format of Business Letters and Memos

Types of Business Letter

Sales, Complaint and Adjustment Letters

Report Writing

Strategies and Structure of Reports

Style of Report Writing

Creative Writing

## BOOKS AND REFERENCES:

- 1.Turk, Christopher and John Kirkman. Effective Writing. London and New York: Chapman & Hall. Indian Reprint 2003
- 2.Pinker, Steven. The Sense of Style: The Thinking Person's Guide to Writing in the 21st Century . Penguin Books, Reprint edition ,2015
- 3.Seely, John. Oxford Guide to Effective Writing and Speaking. OUP 2nd edition, 2005
- 4.Goins, Jeff. You Are a Writer (So Start Acting Like One). Tribe Press
- 5.Brohaugh, William. Write Tight: Say Exactly What You Mean with Precision and Power.
- 6.Janzer. Anne. The Writer's Process: Getting Your Brain in Gear. Cuesta Park Consulting, 2016
- 7.King, Stephen. On Writing: A Memoir of the Craft. Scribner, 2010



[support-elearn@npTEL.iitm.ac.in](mailto:support-elearn@npTEL.iitm.ac.in) (mailto:support-elearn@npTEL.iitm.ac.in).





NPTEL Office, 3rd Floor, ICSR Building, IIT Madras, Chennai – 600036



(044) 2257 5908 (tel:(044) 2257 5908).



This certificate is computer generated and can be verified by scanning the QR code given below. This will display the certificate from the NPTEL repository, <https://nptel.ac.in/noc/>

Roll No: NPTEL20HS06S1062213  
To  
SREE INDIA P A  
6071 VENKATRAMAN STREET POLLACHI  
POLLACHI  
COIMBATORE  
TAMIL NADU - 642001  
PH. NO 9843236792



No. of credits recommended by NPTEL:1

An additional 1 credit may be awarded if the University deems it fit, based on the actual student effort involved.



## NPTEL Online Certification

(Funded by the Ministry of HRD, Govt. of India)



This certificate is awarded to  
**SREE INDIA P A**  
for passing the course

**Effective Writing**

with Score\* **73** %

Covid-19  
Impacted  
January 2020  
semester

  
Prof. V. C. Srivastava  
Coordinator, Continuing Education Centre  
IIT Roorkee

Jan-Feb 2020  
(4 week course)

  
Prof. Inderdeep Singh  
NPTEL Coordinator  
IIT Roorkee



Indian Institute of Technology Roorkee



\*Continuous online assessment score

To validate and check scores: <https://nptel.ac.in/noc>

This certificate is computer generated and can be verified by scanning the QR code given below. This will display the certificate from the NPTEL repository, <https://nptel.ac.in/noc/>

Roll No: NPTEL20HS06S1085137

To  
DEVI MEENAKSHI C  
2125 ARUMUGANAGAR, MAHALINGAPURAM  
POLLACHI  
COIMBATORE  
TAMIL NADU - 642002  
PH. NO 9486827564



No. of credits recommended by NPTEL:1  
An additional 1 credit may be awarded if the University deems it fit, based on the actual student effort involved.

 **NPTEL Online Certification**  
(Funded by the Ministry of HRD, Govt. of India)

This certificate is awarded to  
**DEVI MEENAKSHI C**  
for passing the course  
**Effective Writing**  
with Score\* **69** %

  
**Prof. V. C. Srivastava**  
Coordinator, Continuing Education Centre  
IIT Roorkee

  
**Prof. Inderdeep Singh**  
NPTEL Coordinator  
IIT Roorkee

Jan-Feb 2020  
(4 week course)

 Indian Institute of Technology Roorkee



**\*Continuous online assessment score** To validate and check scores: <https://nptel.ac.in/noc>

This certificate is computer generated and can be verified by scanning the QR code given below. This will display the certificate from the NPTEL repository, <https://nptel.ac.in/noc/>

Roll No: NPTEL20HS06S1137758  
To  
THIRUVENISANGAMITHRA S M  
9126,SUN CITY,R.PONNAPURAM  
ROAD,VADUGAPALAYAM,POLLACHI  
VADUGAPALAYAM  
COIMBATORE  
TAMIL NADU - 642001  
PH. NO :9487215124



No. of credits recommended by NPTEL:1

An additional 1 credit may be awarded if the University deems it fit, based on the actual student effort involved.



## NPTEL Online Certification

(Funded by the Ministry of HRD, Govt. of India)



This certificate is awarded to  
**THIRUVENISANGAMITHRA S M**  
for passing the course

**Effective Writing**

with Score\* **87** %

Covid-19  
Impacted  
January 2020  
semester

  
Prof. V. C. Srivastava  
Coordinator, Continuing Education Centre  
IIT Roorkee

Jan-Feb 2020  
(4 week course)

  
Prof. Inderdeep Singh  
NPTEL Coordinator  
IIT Roorkee



Indian Institute of Technology Roorkee



\*Continuous online assessment score

To validate and check scores: <https://nptel.ac.in/noc>

This certificate is computer generated and can be verified by scanning the QR code given below. This will display the certificate from the NPTEL repository, <https://nptel.ac.in/noc/>

Roll No: NPTEL20HS06S1524796  
To  
KANIMOZHI D  
3, PANDITHAR LANE, GANDHI CHOWK, DHALI  
ROAD  
UDUMALPET  
TIRUPPUR  
TAMIL NADU - 642126  
PH. NO. 8547235547



No. of credits recommended by NPTEL:1

An additional 1 credit may be awarded if the University deems it fit, based on the actual student effort involved.



## NPTEL Online Certification

(Funded by the Ministry of HRD, Govt. of India)



This certificate is awarded to  
**KANIMOZHI D**  
for passing the course

**Effective Writing**

with Score\* **90** %



  
Prof. V. C. Srivastava  
Coordinator, Continuing Education Centre  
IIT Roorkee

Jan-Feb 2020  
(4 week course)

  
Prof. Inderdeep Singh  
NPTEL Coordinator  
IIT Roorkee



Indian Institute of Technology Roorkee



\*Continuous online assessment score

To validate and check scores: <https://nptel.ac.in/noc>

This certificate is computer generated and can be verified by scanning the QR code given below. This will display the certificate from the NPTEL repository, <https://nptel.ac.in/noc/>

Roll No: NPTEL20HS06S1593685  
To  
PADMA P  
74501, N.P. PUTHUR  
MADATHUKULAM  
TRIPPUR  
TAMIL NADU - 642113  
PH. NO: 9003394098



No. of credits recommended by NPTEL:1

An additional 1 credit may be awarded if the University deems it fit, based on the actual student effort involved.



## NPTEL Online Certification

(Funded by the Ministry of HRD, Govt. of India)



This certificate is awarded to

**PADMA P**

for passing the course

**Effective Writing**

with Score\* **97** %



  
Prof. V. C. Srivastava  
Coordinator, Continuing Education Centre  
IIT Roorkee

Jan-Feb 2020  
(4 week course)

  
Prof. Inderdeep Singh  
NPTEL Coordinator  
IIT Roorkee



Indian Institute of Technology Roorkee



\*Continuous online assessment score

To validate and check scores: <https://nptel.ac.in/noc>

This certificate is computer generated and can be verified by scanning the QR code given below. This will display the certificate from the NPTEL repository, <https://nptel.ac.in/noc/>

Roll No: NPTEL20HS06S1976285  
To  
S.SHANMUGA VADIVU  
1077, THIRU VI KA STREET, MADUKKARAI  
MARKET, COIMBATORE,  
VILLAGE  
COIMBATORE  
TAMIL NADU - 641105  
PH. NO : 7200009219



No. of credits recommended by NPTEL:1

An additional 1 credit may be awarded if the University deems it fit, based on the actual student effort involved.



## NPTEL Online Certification

(Funded by the Ministry of HRD, Govt. of India)



This certificate is awarded to  
**S.SHANMUGA VADIVU**  
for passing the course

**Effective Writing**

with Score\* **97** %



  
Prof. V. C. Srivastava  
Coordinator, Continuing Education Centre  
IIT Roorkee

Jan-Feb 2020  
(4 week course)

  
Prof. Inderdeep Singh  
NPTEL Coordinator  
IIT Roorkee



Indian Institute of Technology Roorkee



\*Continuous online assessment score

To validate and check scores: <https://nptel.ac.in/noc>

This certificate is computer generated and can be verified by scanning the QR code given below. This will display the certificate from the NPTEL repository, <https://nptel.ac.in/noc/>

Roll No: NPTEL20HS06S1989293  
To  
KEERTHANA S  
394 MAKESH NAGAR, KALUKARAI  
MADATHUKULAM  
TRUPPUR  
TAMIL NADU - 642113  
PH. NO 9943936760



No. of credits recommended by NPTEL:1

An additional 1 credit may be awarded if the University deems it fit, based on the actual student effort involved.



## NPTEL Online Certification

(Funded by the Ministry of HRD, Govt. of India)



This certificate is awarded to

**KEERTHANA S**

for passing the course

**Effective Writing**

with Score\* **76** %



  
Prof. V. C. Srivastava  
Coordinator, Continuing Education Centre  
IIT Roorkee

Jan-Feb 2020  
(4 week course)

  
Prof. Inderdeep Singh  
NPTEL Coordinator  
IIT Roorkee



Indian Institute of Technology Roorkee



\*Continuous online assessment score

To validate and check scores: <https://nptel.ac.in/noc>