

**B.A**  
**ALLIED PAPERS FOR**  
**ENGLISH MAJOR**

**1.CREATIVE WRITING FOR**  
**BEGINNERS**

**2. RESEARCH METHODOLOGY**

## **Allied Paper [ 100 Marks ]**

*[For B.A English Major Students ]*

# **CREATIVE WRITING FOR BEGINNERS**

### **Preamble:**

It is often noticed that young students entering the portals of colleges, have a vague awe, even fear, of literature and literary activity. This often leads to their lack of interest in their own latent creativity. A very general introduction to creative writing may help allay fears and tap undiscovered talent.

### **Objectives:**

- To provide an introduction to the idea of the creative writing .
- To help discover the talent and /or urge for creative writing in young aspirants.
- To encourage young students to write/appreciate literature.
- To perceive the distinctness of creative writing from other kinds /forms of writing: viz. scientific, critical, journalistic, communicative
- To encourage a better response to other papers related to literature and allied domains in the syllabus.

### **Course Contents :**

- 1) **The Art of writing** : an introduction to various types of writing (literary-critical; journalistic; non-literary, theoretic, scientific,

communicative) discussing and responding to specimens.

- 2) **Creative writing:** understanding the notion, general/common characteristics; types of creative writing: literary prose, poetry , drama, fiction etc; reading/ presentation of select items; discussion of genre and genre-based characteristics of selected specimen; encouraging the students to write and present their work to the class.
- 3) **Major components** of creative writing ; theme, style, form, structure, vision; discussion of model specimen- ( encourage students participation) practical session on identifying subject matter, research for writing; exercise on chosen themes.
- 4) Significance of grammar, punctuation, focus and rhythm in creative writing; a brief introduction to the notion of the rhyme; lyric, narrative and dramatic modes of writing.
- 5) Importance of re-reading, re-writing; self-editing/copy-editing , revision and publication

### **Scheme of Examination:**

**Continuous Internal Assessment [CIA ] : 20 Marks.**

**Semester End Examination [SEE ] : 80 Marks.**

### **Continuous Internal Assessment : 20 Marks.**

(A) Students should present an *item* of practical work ( ensuring diversity of genre, mode, characteristics of creativity) in class. These shall be evaluated as per the criteria announced to the students.

**TWO** of the tasks (*best of three*) shall be considered for assessment of level of achievement. (10 marks)

(B) An assignment of teacher's choice shall be completed and submitted within the stipulated period by every student.[ 10 marks ]

**SEMESTER END EXAMINATION: [80 Marks]**

Questions will be on the following lines:

Provide a specimen text (Passage /Poems/Dialogue) of reasonable length (not more than 250 words) and ask the students to identify (list ) the generic features or characteristics of creativity or the limitations of creative writing evident in it.

Provide a short specimen text (avoid the genre(s) used in Q-1. above ) and ask the students to transfer/recast it in another genre (viz. Poetry to prose; fiction to drama; drama to narration). Assess the genre-specific strengths and limitations of the transferred/ re-cast work.

Provide a brief literary sketch ( preferably short story or literary essay (humorous, a jingle, an ad...) and ask the students to complete it so as to reveal unity of structure, theme and focus.

## **BIBLIOGRAPHY**

- 1) Warkins, F.C and K.E Knight *Write to Write (Readings on the Craft of writing)*. Boston: : Houghton, Mifflin.
- 2) Optner, Ruth L. *Writing from Inside Out*. Harper and Co.
- 3) Brooks and Warren, *Fundamentals of good Writing: A Handbook of Modern Rhetoric*.
- 4) Kiersek, J.M and W. Gibston. *Macmillan Handbook Of English*.

**XXXXXXXX**

## **Allied Paper [ 100 marks ]**

*[For B.A English Major Students ]*

# **RESEARCH METHODOLOGY**

### **Course Objectives:**

The course is designed to introduce students to various aspects of writing research papers/projects. It aims at developing a sense of dedicated scholarship and generating fidelity in documenting their research process and output.

### **Course Contents**

#### **1: Research and Writing**

- 1.1 Selecting a Topic
  - 1.1.1 Freedom of Choice
  - 1.1.2. Finding an Appropriate Focus
- 1.2. Conducting Research
  - 1.2.1. The Modern Academic Library
  - 1.2.2. Library Research Sources
  - 1.2.3. The Central Information System
  - 1.2.4. Reference Works
  - 1.2.5. The Online Catalogue of Library Holdings

- 1.2.6. Full-Text Databases
- 1.2.7. Other Library Resources and Services
- 1.2.8. Internet Sources
- 1.3. Compiling a Working Bibliography
  - 1.3.1. Keeping Track of Sources
  - 1.3.2. Creating a Computer File for the Working Bibliography
  - 1.3.3. Recording Essential Publication Information
  - 1.3.4. Noting Other Useful Information
  - 1.3.5. Verifying Publication Information
  - 1.3.6. Converting the Working Bibliography to the Works-Cited List
- 1.4. Evaluating Sources
  - 1.4.1. Authority
  - 1.4.2. Accuracy and Verifiability
  - 1.4.3. Currency
- 1.5. Taking Notes
  - 1.5.1. Methods of Note-Taking
  - 1.5.2. Types of Note-Taking
  - 1.5.3. Recording Page Numbers
  - 1.5.4. Using a Computer for Note-Taking
  - 1.5.5. Amount and Accuracy of Note-Taking
- 1.6. Outlining
  - 1.6.1. Working Outline
  - 1.6.2. Thesis Statement
  - 1.6.3. Final Outline
- 1.7. Writing Drafts
  - 1.7.1. The First Draft
  - 1.7.2. Subsequent Drafts
  - 1.7.3. Writing with a Word Processor
- 1.8. Language and Style
- 1.9. Guides to Writing

## **2: Plagiarism**

- 2.1. Definition of Plagiarism
- 2.2. Consequences of Plagiarism
- 2.3. Information Sharing Today
- 2.4. Unintentional Plagiarism
- 2.5. Forms of Plagiarism
- 2.6. When Documentation Is Not Needed

## 2.7. Other Issues

2.7.1. Reusing a Research Paper

2.7.2. Collaborative Work

2.7.3. Copyright Infringement

## **3: The Mechanics of Writing**

### 3.1. Spelling

3.1.1. Consistency

3.1.2. Word Division

3.1.3. Plurals

3.1.4. Foreign Words

### 3.2. Punctuation

3.2.1. The Purpose of Punctuation

3.2.2. Commas

3.2.3. Semicolons

3.2.4. Colons

3.2.5. Dashes and Parentheses

3.2.6. Hyphens

3.2.7. Apostrophes

3.2.8. Quotation Marks

3.2.9. Square Brackets

3.2.10. Slashes

3.2.11. Periods, Question Marks, and Exclamation Points

3.2.12. Spacing after Concluding Punctuation Marks

### 3.3. Italics (Underlining)

3.3.1. Words and Letters Referred to as Words and Letters

3.3.2. Foreign Words in an English Text

3.3.3. Emphasis

### 3.4. Names of Persons

3.4.1. First and Subsequent Uses of Names

3.4.2. Titles of Persons

3.4.3. Names of Authors and Fictional Characters

### 3.5. Numbers

3.5.1. Arabic Numerals

3.5.2. Use of Words or Numerals

3.5.3. Commas in Numbers

3.5.4. Percentages and Amounts of Money

3.5.5. Dates and Times of the Day

3.5.6. Inclusive Numbers

3.5.7. Roman Numerals

- 3.6. Titles of Works in the Research Paper
  - 3.6.1. Capitalization and Punctuation
  - 3.6.2. Underlined Titles
  - 3.6.3. Titles in Quotation Marks
  - 3.6.4. Titles and Quotations within Titles
  - 3.6.5. Exceptions
  - 3.6.6. Shortened Titles
- 3.7. Quotations
  - 3.7.1. Use and Accuracy of Quotations
  - 3.7.2. Prose
  - 3.7.3. Poetry
  - 3.7.4. Drama
  - 3.7.5. Ellipsis
  - 3.7.6. Other Alterations of Sources
  - 3.7.7. Punctuation with Quotations
  - 3.7.8. Translations of Quotations
- 3.8. Capitalization and Personal Names in Languages Other Than English

#### **4: The Format of the Research Paper**

- 4.1. Printing or Typing
- 4.2. Paper
- 4.3. Margins
- 4.4. Spacing
- 4.5. Heading and Title
- 4.6. Page Numbers
- 4.7. Tables and Illustrations
- 4.8. Corrections and Insertions
- 4.9. Binding
- 4.10. Electronic Submission

#### **5: Documentation: Preparing the List of Works Cited**

- 5.1. Documenting Sources
- 5.2. MLA Style
- 5.3. The List of Works Cited and Other Source Lists
- 5.4. Format of the List of Works Cited
- 5.5. Arrangement of Entries
- 5.6. Citing Books and Other Non-periodical Publications
  - 5.6.1. The Basic Entry: A Book by a Single Author
  - 5.6.2. An Anthology or a Compilation



- 5.6.3. Two or More Books by the Same Author
- 5.6.4. A Book by Two or More Authors
- 5.6.5. Two or More Books by the Same Authors
- 5.6.6. A Book by a Corporate Author
- 5.6.7. A Work in an Anthology
- 5.6.8. An Article in a Reference Book
- 5.6.9. An Introduction, a Preface, a Foreword, or an Afterword
- 5.6.10. Cross-References
- 5.6.11. An Anonymous Book
- 5.6.12. An Edition
- 5.6.13. Translation
- 5.6.14. A Book Published in a Second or Subsequent Edition
- 5.6.15. A Multivolume Work
- 5.6.16. A Book in a Series
- 5.6.17. A Republished Book
- 5.6.18. A Publisher's Imprint
- 5.6.19. A Book with Multiple Publishers
- 5.6.20. A Pamphlet
- 5.6.21. A Government Publication
- 5.6.22. The Published Proceedings of a Conference
- 5.6.23. A Book in a Language Other Than English
- 5.6.24. A Book Published before 1900
- 5.6.25. A Book without Stated Publication Information or

#### Pagination

- 5.6.26. An Unpublished Dissertation
- 5.6.27. A Published Dissertation

#### 5.7. Citing Articles and Other Publications in Periodicals

- 5.7.1. The Basic Entry: An Article in a Scholarly Journal with Continuous Pagination
- 5.7.2. An Article in a Scholarly Journal That Pages Each Issue Separately
- 5.7.3. An Article in a Scholarly Journal That Uses Only Issue Numbers
- 5.7.4. An Article in a Scholarly Journal with More Than One Series
- 5.7.5. An Article in a Newspaper
- 5.7.6. An Article in a Magazine
- 5.7.7. A Review
- 5.7.8. An Abstract in an Abstracts Journal
- 5.7.9. An Anonymous Article

- 5.7.10. An Editorial
- 5.7.11. A Letter to the Editor
- 5.7.12. A Serialized Article
- 5.7.13. A Special Issue
- 5.7.14. An Article in a Microform Collection of Articles
- 5.7.15. An Article Reprinted in a Loose-Leaf Collection of

#### Articles

#### 5.8. Citing Miscellaneous Print and Nonprint Sources

- 5.8.1. A Television or Radio Program
- 5.8.2. A Sound Recording
- 5.8.3. A Film or Video Recording
- 5.8.4. A Performance
- 5.8.5. A Musical Composition
- 5.8.6. A Painting, Sculpture, or Photograph
- 5.8.7. An interview
- 5.8.8. A Map or Chart
- 5.8.9. A Cartoon or Comic Strip
- 5.8.10. An Advertisement
- 5.8.11. A Lecture, a Speech, an Address, or a Reading
- 5.8.12. A Manuscript or Typescript
- 5.8.13. A Letter or Memo
- 5.8.14. A Legal Source

#### 5.9. Citing Electronic Publications

- 5.9.1. The Basic Entry: A Document from an Internet Site
- 5.9.2. An Entire Internet Site
- 5.9.3. An Online Book
- 5.9.4. An Article in an Online Periodical
- 5.9.5. A Publication on CD-ROM, Diskette, or Magnetic Tape
- 5.9.6. A Work in More Than One Publication Medium
- 5.9.7. A Work from a Library or Personal Subscription Service
- 5.9.8. A Work in an Indeterminate Medium
- 5.9.9. Other Electronic Sources

### **6: Documentation: Citing Sources in the Text**

- 6.1. Parenthetical Documentation and the List of Works Cited
- 6.2. Information Required in Parenthetical Documentation
- 6.3. Readability
- 6.4. Sample References
  - 6.4.1. Citing an Entire Work, Including a Work with No Page Numbers

- 6.4.2. Citing Part of a Work
- 6.4.3. Citing Volume and Page Numbers of a Multivolume Work
- 6.4.4. Citing a Work Listed by Title
- 6.4.5. Citing a Work by a Corporate Author
- 6.4.6. Citing Two or More Works by the Same Author or Authors
- 6.4.7. Citing Indirect Sources
- 6.4.8. Citing Literary and Religious Works
- 6.4.9. Citing More Than One Work in a Single Parenthetical Reference
- 6.5. Using Notes with Parenthetical Documentation
  - 6.5.1. Content Notes
  - 6.5.2. Bibliographic Notes

## **7. Abbreviations**

- 7.1. Introduction
- 7.2. Time Designations
- 7.3. Geographic Names
- 7.4. Common Scholarly Abbreviations
- 7.5. Publishers' Names
- 7.6. Symbols and Abbreviations Used in Proofreading and Correction
  - 7.6.1. Selected Proofreading Symbols
  - 7.6.2. Common Correction Symbols and Abbreviations
- 7.7. Titles of Literary and Religious Works
  - 7.7.1. Bible
  - 7.7.2. Shakespeare

## **8: Other Systems of Documentation**

- 8.1. Endnotes and Footnotes
  - 8.1.1. Documentation Notes versus the List of Works Cited and Parenthetical References
  - 8.1.2. Note Numbers
  - 8.1.3. Note Form versus Bibliographic Form
  - 8.1.4. Endnotes versus Footnotes
  - 8.1.5. Sample First Note References: Books and Other Nonperiodical Publications

8.1.4. Sample First Note References: Articles and Other Publications in Periodicals

8.1.7. Sample First Note References: Miscellaneous Print and Nonprint Sources

8.1.8. Sample First Note References: Electronic Publications

8.1.9. Subsequent References

8.2. Author-Date System

8.3. Number System

8.4. Specialized Style Manuals

## **9: Format of the first pages of**

9.1 Research Paper in MLA Style

9.2 List of Works Cited

## **Scheme of Examination**

### **Continuous Internal Assessment [CIA] 20 Marks**

Seminar and/or Assignment based on the syllabus.

### **Semester End Examination [SEE] : 80 marks**

Questions based on application of the Course contents.