

Anekant Education Society's

ANEKANT INSTITUTE OF MANAGEMENT STUDIES (AIMS)

Baramati, Dist. Pune. 413 102.

RELIGIOUS MINORITY INSTITUTION

Ph. No.: 02112 - 227299

Website : www.aimsbaramati.org

E-mail : director.aimsbaramati@gmail.com

Year : 201 - 201

Course Title	: ENR-61- Communication- Creative Writing Workshop
Course Type	: Add On Course
Semester	: II
Academic Year	: 2021- 2022
Batch	: 2021-2023 [XI]
Duration	: 15/06/2022 to 15/07/2022
Course Teacher	: Prof. S.S. Khatri

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Course: Creative Writing Workshop [Sem II]

[A.Y. 2021-2022]

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Anekant Institute of Management Studies (AIMS)

Ref: AES/AIMS/ MBA/2021-22

Date: 03/06/2022

IMPORTANT NOTICE

Commencement of Add-on Courses

We are happy to announce that; we are introducing value based Add-on courses for MBA-I & II students in this academic year. These courses will be conducted by our faculty members and certificates will be awarded to students after successful completion of the course. The list of courses is as given below.

Sr. No	Course Name	SEM	Course Teacher
1	Start-Up Fest	II	Dr. U. S. Kollimath
2	ENR - 61- Communication- Creative Writing Workshop	II	Prof. S. S. Khatri
3	ENR-23-Desk Research- Best Business Practices - Case Study Development and Presentation	II	Dr. T. V. Chavan
4	Growing business through Franchising - Case Study Development and Presentation	II	Prof. S. S. Jadhav
5	Intellectual Property Rights – Seminar	IV	Dr. D. P. More
6	Review of TED Talks	IV	Dr. A. Y. Dikshit
7	ENR - 67 Behavioral & Interpersonal Skills - Team Selling Lab	IV	Prof. S.S.Badave
8	Yoga	IV	Dr. P. V. Yadav
9	Aurbindo's life and teachings	IV	Dr. S. V. Khatavkar

All students are hereby informed to enroll for any of the above course till 15th June 2022 by meeting respective course teacher.


Dr. D. P. More
Academic Coordinator

Dr. M. A. Lahori
Director

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Baramati

Date: 17/06/2022

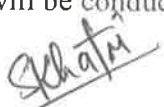
NOTICE

This is to notify, following students of MBA I year [Sem II] had registered their names seeking admission to Certificate Course in Communication- Creative Writing Workshop.

Sr.#	Roll No.	Name of Student			
1	673121035	Gadhawe Sangram Anant	7	673121104	Sabale Sneha Sanjay
2	673121060	Gaurav Vijay Joshi	8	673121076	Londhe Prajakta Pramod
3	673121046	Hagare Vishal Laxman	9	673121122	Thokale Tushar Shrimant
4	673121040	Ghadge Kiran Dattatray	10	673121064	Kate Anuradha Vijaysinh
5	673121044	Gulave Vaishani Vasant	11	673121113	Shinde Vishakha Ramesh
6	673121123	Wagh Ajit Hanmant	12	673121125	Zanje Ramdas Bapu
			13	673121033	Doshi Sonu Vijaykumar

We hereby inform the above students that their admission to this course is confirmed.

The classes will be conducted w.i.e twice a week on Wed. and Thurs. from 4.30 PM to 5.30 PM.


Course Faculty
Prof. S.S. Khatri


Academic Coordinator
Dr. D.P. More

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Syllabus:

Course Title: Creative Writing Skills

Type of Course: Certificate Course

Class: MBA I [Semester: II]

Total Marks: 50

Concurrent Evaluation: 50; Learning Sessions: 20; Tutorials & Practical Sessions: 10 [5+5]

Course Objective:

To provide participants with the reading and writing skills and knowledge necessary to express themselves clearly with confidence and power, in a variety of situations.

Student Learning Objectives/Outcomes:

To develop in learners the ability to:

1. infer and understand the writer's attitude, point of view and intention.
2. identify different figures of speech, punctuation
3. identify common errors
4. write a letter/ an email

Course Layout

The course is divided into three Modules: Reading Skills, Writing Skills, Grammar and Written communication.

A brief outline of the syllabus is given here.

Module 1- Reading Skills

1. Reading Comprehension- When you pick up something to read, maintaining your interest till the end of the article, paper, or a book is sometimes difficult. This section helps you to understand better ways and techniques of reading, and to create and to maintain interest in what is being read. Not all reading needs one to have a serious mind, and this section focuses on how to enjoy reading.

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2. Syntax- This section will demonstrate the composition of a sentence and will teach you about the components that come together to form a sentence. You will learn how to arrange words and phrases to form meaningful sentences.

3. Punctuations- Punctuations give order to and help distinguish between different kinds of text and help us make our writing more presentable and leave a good impression on the reader. Without them we would be left with an illegible mass of words which defeats the purpose of writing. This section will go over a few key punctuation required to communicate properly in English.

4. Subject verb agreement- Subject verb agreement is a significant part of forming grammatically correct sentences and this is an area where errors are commonly made. This section explores the ways in which the subject and the verb should agree and highlights the rules along with examples from day-to-day conversations.

5. Prepositions- Prepositions are crucial in showing the relationship between words. Their absence or incorrect usage results in discoordinated sentences which don't make sense/sound wrong. This can affect written communication and is often used unconsciously as an indicator of good English by people. This section highlights the usage and the different kinds of prepositions, and addresses the ambiguity sometimes associated with them.

Module 2 - Writing Skills

1. Writing Skills - This section brings out the importance of writing skills. When one actually gets down to writing, sometimes it is difficult even to begin. This is because thoughts come to our mind in an unstructured manner. If you have experienced such a situation, then this module is a good place for you to pick up guidelines on writing skills. This segment also focuses on written communication at work, that is, drafting of letters and emails.

2. Letter Writing- Letter writing is a skill that holds importance even in this day and age. This section deals with the general do's and don'ts that one ought to keep in mind while writing letters and provides guidelines that will help the learner perfect his/her art of letter writing. The different types of letters present have also been explored in this section.

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3. **Email-** This type of written communication is used by many of us quite frequently these days, both for personal and official communication. While this is a form of correspondence similar to a letter written on paper, distinct conventions and etiquettes have evolved for email writing. We introduce you to these and give you tips for effective email writing.

Module 3 - Grammar

1. **Proverbs and Figures of speech-** We begin with writing that is simple and meaningful. However, sometimes writing becomes verbose (expressed in more words than are needed), dull and boring. Proverbs and figures of speech may be used occasionally to bring out the meaning in a more effective manner and in fewer words.

Proverbs and figures of speech can also bring in shades of humour or other emotions, making reading a more enjoyable or even a more intense experience. These are to be interwoven in the writing as the situation demands. This section *familiarizes* you with some proverbs and figures of speech and provides guidelines on their usage.

2. **Direct-Indirect speech-** On a regular basis, one is faced with many situations where one unknowingly must convert direct speech into indirect speech (or vice versa). This is a significant part of the English language that one needs to master, more so for written communication. This section will introduce you to the guidelines of conversion and show you how and when to use both direct and indirect speech.

3. **Modal Auxiliaries-** When we construct a sentence relating to an activity we also try to convey additional information on whether we are referring to the potential, expectation, permission, ability, possibility, and obligation to carry it out. We introduce you to the use of words like shall, will, and can which are used for this purpose.

4. **Common Errors-** While to err is human, we must strive to *minimize* our errors as much as possible when it comes to written communication. Through this section, you will be *familiarized* with the common mistakes that are made while writing and given guidelines on how they can be avoided.

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Lesson Plan

1. **Course Title:** ENR-61- Communication- Creative Writing Workshop
2. **Type of Course:** Add On
3. **Class:** MBA I [Sem II]
4. **Academic Year:** 2021-2022
5. **Name of Faculty:** Prof. S.S. Khatri
6. **Session Allotment:** 1 Hour a Session and 2 Sessions Per Week
7. **Methodology of Teaching:** Activity, Reading Materials

Months in Semester	Module No. (as per Syllabus)	Topics Titles	No. of Sessions allotted (One Hour a Session)
June	1	Reading Skills	2
		Reading Comprehension	2
		Syntax, Punctuations	2
		Subject verb agreement,	1
		Prepositions	2
		Syntax Quiz	1
July	2	Writing Skills	3
		Letter Writing	2
		Email Writing	2
		Activity- Letter Writing Using Word	3
July	3	Grammar	2
		Proverbs and Figures of speech	3
		Direct-Indirect speech	2
		Modal Auxiliaries	2
		Common Errors	1

Total Sessions - 30


Name & Signature of Faculty: Prof. S.S. Khatri

Anekant Institute of Management Studies (AIMS)

Class: MBA I [Sem II] A.Y- 2021-2022

Course Type: Add On Course

Duration: 2 Months

Title: Communication- CreativeWriting Workshop Attendance Sheet

Time:

4:30 PM to 5:30 PM

Days: Wed. & Thurs.

Date	22/06/2022	23/06/2022	29/06/2022	30/06/2022	6/7/2022	7/7/2022	13/7/2022	14/7/2022	20/7/2022	21/7/2022	27/7/2022	27/7/2022	28/7/2022	28/7/2022	
Name of the Student	1	2	3	4	5	6	7	8	9	10	11	12	13	14	Total
033 Doshi Sonu Vijaykumar	P	P	P	P	P	P	A	P	P	A	P	P	A	P	11
035 Gadhave Sangram Anant	P	P	P	A	P	P	P	A	P	P	P	P	P	P	12
040 Ghadge Kiran Dattatray	P	P	A	P	P	A	P	P	P	A	A	P	P	P	10
044 Gulave Vaishavi Vasant	P	P	P	P	A	P	P	P	A	P	P	A	A	P	10
046 Hagare Vishal Laxman	P	P	P	A	P	P	A	P	P	A	A	P	P	A	9
060 Gaurav Vijay Joshi	P	P	P	A	P	P	A	P	P	P	A	P	P	A	10
064 Kate Anuradha Vijaysinh	P	P	P	P	A	P	P	P	A	P	P	P	P	P	12
076 Londhe Prajakta Pramod	P	P	P	P	P	P	P	P	P	P	P	P	P	P	14
104 Sabale Sneha Sanjay	A	P	P	P	P	P	P	P	A	P	A	A	P	P	10
113 Shinde Vishakha Ramesh	P	P	P	P	P	P	P	P	P	P	P	P	A	P	13
122 Thokale Tushar Shrimant	P	P	A	A	P	P	A	P	A	P	P	A	P	A	8
123 Wagh Ajit Hanmant	A	A	A	A	P	P	P	P	A	P	A	A	P	A	6
125 Zanje Ramdas Bapu	P	P	P	P	P	P	P	P	A	P	P	P	P	P	13
Total Present	11	12	10	8	11	12	9	12	7	10	8	9	10	9	

Signature of Faculty: Prof. S.S.Khatri

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MBA I- Sem. II (A.Y. 2021-2022)

Course Completion Report

1. Course Title: ENR-61- Communication- Creative Writing Workshop
2. Type of Course: Add On
3. Class: MBA I [Semester II]
4. Days: Wed. & Thurs.
5. Time: 4:30 PM to 5:30 PM
6. Course Completion Status: Completed

Sr. No.	Date	Course Module No.	Topic Title	Attendance in Class on Date
1	22/06/2022	Module 1	Reading Comprehension	11
2	23/06/2022		Syntax, Punctuations	12
3	29/06/2022		Subject verb agreement,	10
4	30/06/2022		Prepositions	8
5	06/07/2022	Activity	Syntax Quiz	11
6	07/07/2022	Module 2	Writing Skills	12
7	13/07/2022		Letter Writing	9
8	14/07/2022		Email Writing	12
9	20/07/2022	Activity	Letter Writing using word	7
10	21/07/2022	Module 3	Grammar	10
11	27/07/2022		Proverbs and Figures of speech	8
12	27/07/2022		Direct-Indirect speech	9
13	28/07/2022		Modal Auxiliaries	10
14	28/07/2022	Revision	Common Errors	9

Total Sessions Taken during Semester: 14

Name & Signature of Faculty: Prof. S.S. Khatri

CREATIVE WRITING SKILLS

Syntax: Quiz

Question 1: Identify the phrases in the following sentences:

1. Grinning from ear to ear, he received the compliment. _____
2. I slept for a while. _____
3. They were really excited to go for the movie, having loved the trailer. _____
4. Picnic basket in hand, she set off to the park with her friends. _____

Question 2: Identify the underlined parts of the sentences as phrases or clauses

1. Go and sit next to the guy in the blue shirt.
2. The girl who won the marathon received a huge cash prize.
3. As tiring as it was, he decided to finish off the work before sleeping.
4. She's always so busy; we get to see her face once in a blue moon.

Question 3: Mark the clauses (labelled and marked in different colours as A and B) in each sentence as dependent and independent:

1. When I reached home, I found it empty.
2. She had to do the task since no one else was free.
3. Amy finally finished writing her thesis after years of research.
4. While he was asleep, the baby knocked over the milk bottle

Question 4: Match the dependent clauses in column 1 with the respective independent clauses in column 2 to form meaningful sentences.

Column 1	Column 2
i. On receiving the present	a. She heaved a sigh of relief
ii. If she decides to join our team	b. He beamed with joy
iii. On passing the test	c. We can't start our presentation
iv. Until Sam arrives	d. We will have enough members

1. i-a, ii-d, iii-c, iv- b
2. i-b, ii-d, iii-a, iv- c
3. i-b, ii-a, iii-d, iv- c

Feedback Form- Add On Course

A.Y 2021-2022 MBA I- Sem II

Duration: 22/06/2021 to 28/07/2022

Time: 4:30 PM to 5:30 PM

Course Faculty: Prof,S.S.Khatri

* Required

1. Student Name: *

2. Class: *

Mark only one oval.

☐ MBA Sem II

3. Roll No: *

4. Email Id: *

5. Mobile No: *

6. Q.1.Please rate the content of Syllabus on the scale of 1 to 5 [1- Not Good, 2- Better, 3-Neutral, 4-Good, 5-Very Good] *

Mark only one oval.

1	2	3	4	5
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

7. Q.2. Please rate the Size of Syllabus in terms of the duration of the course on the scale of 1 to 5 [1- Not Good, 2- Better, 3-Neutral, 4-Good, 5-Very Good] *

Mark only one oval.

1	2	3	4	5
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

8. Q.3. Please rate the effectiveness of activities initiated during the course on the scale of 1 to 5 [1- Not effective at all, 2- Slightly effective, 3-Neutral, 4-Effective, 5- Highly effective] *

Mark only one oval.

1	2	3	4	5
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

9. Q.5. Please rate the time management of the course on the scale of 1 to 5 [1- Not Good, 2- Better, 3-Neutral, 4-Good, 5-Very Good] *

Mark only one oval.

1	2	3	4	5
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

e) Empathy: Teachers should understand students' perspective and must be willing to help students. Teachers should also respect students. ☐

10. Q.6. Please rate the duration with time management of the course on the scale of 1 to 5 [1- Not Good, 2- Better, 3-Neutral, 4-Good, 5-Very Good] *

Mark only one oval.

1	2	3	4	5
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

11. Q.7. Please rate the usefulness of the course on the scale of 1 to 5 [1- Not useful at all, 2- Slightly useful, 3-Neutral, 4-Useful, 5-Very useful] *

Mark only one oval.

1	2	3	4	5
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

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Course Title: ENR-61- Communication- Creative Writing Workshop

Duration: 2 Months [June & July]

Class: MBA I Sem. II (A.Y 2021-2022)

Number of Students Enrolled: 13

Feedback Analysis

Sr. #	Parameters	Average	Rank
1	Syllabus Content	1.9	5
2	Size of Syllabus in terms of the Duration of the Course	2.4	4
3	Effectiveness of Activities initiated	3.6	3
5	Time Management	3.7	2
6	Duration & Time of Course	1.6	6
7	Usefulness of Course [Self Development, Learning etc.]	3.9	1
Overall Ratings		3.05	

Name & Signature of Faculty: Prof. S.S.Khatri



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CAMPUS, T.C., COLLEGE ROAD, BARAMATI DIST: PUNE – 413102 MAHARASHTRA

Phone : (02112) 227299 Website: www.aimsaramati.org Contact us: director@aimsaramati.org

Certificate of Completion

This is to certify that

~~~~~  
*With Roll Number ~~~~*

*has successfully completed the*

**Post Graduate Course in ENR-61- Communication- Creative Writing Workshop  
Baramati from 22/06/2022 to 28/07/2022 in Academic Year (2021-2022)**

**ACADEMIC COORDINATOR**

**DIRECTOR**