

## DSE : Option 2: Techniques of Written Expression

### Credit distribution, Eligibility and Pre-requisites of the Course

Course title & Code	Credits	Credit distribution of the course			Eligibility criteria	Pre-requisite of the course
		Lecture	Tutorial	Practical/ Practice		
Techniques of Written Expression	4	3	1	0		

**Course Learning Objectives :** At the end of the Course, a student will learn

- To write different types of formal letters
- To analyse and prepare different types of advertisements.
- To write minutes of a meeting
- To summarise a text.
- To carry out correspondance related to banking and post office services.

**Course Learning Outcomes :** At the end of the course a student will be able to

- To write different types of formal letters
- To analyse and prepare different types of advertisements.
- To write minutes of a meeting
- To summarise a text.
- To carry out correspondance related to banking and post office services.

### SYLLABUS DSE 3: Option 2: Techniques of Written expression

#### Unit 1: (Weeks 1-4)

Different types of Letters: Letters to ask for information, services. Letters of reclamation. Letters to protest against certain social issues.

#### Unit 2: (Weeks 5-8)

Analyse and write different types of advertisement: Classified advertisements in newspapers, advertisement to sell a product, advertisements to propose a service, advertisements of NGO.

#### Unit 3 (Weeks 9-10)

Read, analyse and produce texts related to the bank and postal services

#### Unit 4 (Weeks 11-13)

Summarise 2-3 texts on the same subject into a single text.

#### Unit 5 (Weeks 14-15)

Minutes of a meeting

Essential/Recommended Readings:

1. Claude Le Goff, *Le Nouveau French for Business: Le français des affaires*, Les éditions Didier, Paris, 1994.
2. RENN, H. et G. Tempesta, *Le français de l'hôtellerie et de la restauration*, CLE international, 1992.
3. WATTIER, Stéphane, *Production écrite DELF B2*, Commun Français, 2017.

4. BARIL, Denis, *Techniques de l'expression écrite et orale*, Editions Sirey, Paris, 2008.  
Additional material will be provided by the Department.

**Note:** Examination scheme and mode shall be as prescribed by the Examination Branch,  
University of Delhi, from time to time.