

# PROGRAM STRUCTURE

## Content Writing Program

### EXPRESSIONAL BASICS

#### Unit 1: Common Spelling Errors

- Spelling Rules
- Suggestions for Avoiding Spelling Mistakes
- Words Commonly Misspelled

#### Unit 2: Common Usage Errors

- Words that Sound Similar or Look Similar
- Words that are Frequently Misused
- Putting together or not

#### Unit 3: Basic English Usage

- Scientific-technical writing (English)- basic principles/ norms
- Introduction to the basic rules, elements of style, grammar and good writing
- US and UK English

### CONTENT WRITING ESSENTIALS

#### Unit 1: Structured and Chronological Description

- Introduction
- Definition and Components of Structured Description
- Steps involved in creating a Structural Description
- Sample Descriptions

#### Unit 2: Letter Writing

#### Unit 3: Resume Writing

- Before You Start Writing
- Structure of the CV
- Special Tips for fresher
- The Finishing Touches

#### Unit 4: Reading Comprehension

- Reasons for lack of Comprehension Resource
- How to Comprehend Written English Resource
- Approaching the Reading Comprehension Resource
- Sample Practice Exercise