

KCCS101: WRITING AND ORAL COMMUNICATION (WOC)

Syllabus

(Trimester 2; October 2023 - January 2024)

Instructor: Sayantan Datta

Class Timings: M 04:30 – 06:00 PM; W 12:30 – 02:00 PM

Email: sayantan.datta@krea.edu.in

Location: Classroom 1C; JSW Academic Building

Office Hours: To be announced or by appointment (*please send the instructor an email.*)

Course Overview: Writing and speaking are two ways of expressing thought. Logical, complex, and agile thinking presented clearly and memorably characterizes good writing and articulate oral communication. This course is an introduction to the academic discourse, or the conventions by which academics write and speak that enables a collaborative exchange of ideas towards the production of new knowledge. Course materials will include different forms of the persuasive essay. The premise of this course is that careful listening and speaking as well as attentive close reading are important to good writing. We will pay focused attention to words, and how they are put in sentences and crafted into paragraphs that form basic units of a sensible idea. As we work with arguments and evidence-building and befriend the processes of drafting, reviewing, and rewriting, we will also consider the ethical frameworks that guide practices of critical and compassionate writing and speaking.

Work with Reading & Writing: This course is about intensive reading and writing, where the focus is on learning methods of reading comprehension, and deriving principles of persuasive writing and effective oral communication from what we read and how we read it. The genre of the persuasive essay will introduce us to different elements of logical argumentation, evidence building and the mechanics of citation required of a college-level essay.

Engaging with assigned course material is mandatory. At times, the course materials might be on topics that are potentially discomfoting. Your instructor will ensure that the classroom and the office hours are safe spaces where any potential discomfort may be addressed.

If you find any course material making you uncomfortable, please write to your instructor at their email as soon as possible.

Work with Oral Communication: The oral communication part will be about learning to speak coherently about the ideas one is reading and writing. The purpose is to create and participate in an environment where one learns to ask questions of texts and pose it to each other, and learn how to answer them in a considered way that generates critical thinking. Students will learn to acknowledge and build upon their peers' responses as they frame their own responses in classroom discussions, and different types of oral presentations. Students will be encouraged to build confidence in thinking aloud as ideas are modified and developed in their essays.

Please note this is not a course in motivational speaking and other forms of public lecturing, elocution, oration, or interview prep.

Workshop Pedagogy: This skills course is hands-on, collaborative and peer-driven. Student participation and input will be central to the functioning of the course. The instructor will facilitate class

activities that will include group work and individually directed exercises in comprehension, drafting and reviewing. Students can expect group discussions and oral presentations to be an integral part of class work.

Attendance: Your presence is important to the class. We show respect to each other by being in class on time and not missing classes. In a course such as this, it is very difficult to catch up and make up for lost work. Missing classes will only result in a poor or unsatisfactory grade that might require you to do this course again. Please note that the university requirement for minimum attendance is 75%. **You cannot graduate without passing this course.**

Under unavoidable circumstances, if you must miss a session, please inform the instructor before the class by writing an email. All medical notes must be submitted to the Academic Office (sias.acad.office@krea.edu.in).

Incomplete Grades: This is not something that is an option unless under exceptional circumstances and only when students have completed at least 75% of the assessment till end of term. This is granted by the instructor after discussion with the CWP Director.

Supplementary Exams: CWP will follow university guidelines with respect to supplementary exams.

Academic Integrity: It is important that we always do our work ourselves and acknowledge help when we have had some. Learning how to cite sources correctly (and this course will teach you how to do that) will help you avoid plagiarism. Our integrity as scholars is how we say that we take our work seriously.

Intentional plagiarism (in spite of repeated reminders from the instructor) will result in having to repeat the course.

WOC instruction will include a session or more on the uses and abuses of generative AI, including ChatGPT.

*Students may judiciously use generative AI **only** as and when assigned by the instructor.*

Work Required: Since this is a course in writing and oral communication, students can expect to be reading, writing, reviewing and rewriting drafts of exercises, paragraphs, or papers every week. There will be shorter assignments in the early part of the term and longer assignments later.

Please note that every final draft is preceded by rough drafts that will be peer-reviewed.

You are required to complete all the work on time. Since this course is cumulative in nature, it means due dates **cannot** be moved. All work must be finished on time and submitted when it is due.

*However, if for any reason, you are unable to complete your work on time, let the instructor know **immediately**.*

Tutoring and Conversation Partner Support: The CWP has recruited and trained peer tutors to provide additional support to students from the WOC course in the form of Peer Tutors and Conversation Partners.

Tutoring provides students with the opportunity to have regular one-on-one meetings (one hour a week) with a designated peer tutor. This is a limited resource and can be availed through instructor

recommendation and by approaching the tutoring coordinator (Neha Mishra: neha.mishra@krea.edu.in).

Conversation Partners are available for students who would benefit from regular verbal interactions with peers in order to develop their spoken English skills. Students will be expected to meet for regular one-on-one meetings with the designated Conversation Partners (one hour a week). If interested, please approach your instructor or the conversation partner coordinator (Sayantan Datta: sayantan.datta@krea.edu.in). The number of partners is limited and hence allotment will be as per availability of partners and instructor discretion.

Detailed documents about tutoring and conversation partner support will be circulated separately.

Tentative Course Material:

(The texts are subject to change. All texts will be provided.)

- Mokkal, Navaneetha. “Living Together, Dying Together: The Politics of Lesbian Hauntings”. *Unruly Figures: Queerness, Sex Work, and the Politics of Sexuality in Kerala*, Washington University Press, 2019, pp. 160-185.
- Sandikei, Özlem, and Güliz Ger. “Veiling in Style: How Does a Stigmatized Practice Become Fashionable?”. *Journal of Consumer Research*, vol. 37, no. 1, 2010, pp. 15–36, <https://doi.org/10.1086/649910>.
- Ghertner, D. Asher. “Nuisance Talk: From Sensory Disgust to Urban Abjection”. *Rule by Aesthetics: World-Class City Making in Delhi*, Oxford University Press, 2018, pp. 78-98.

WOC Work Schedule:

Week 1	First-day Writing Exercise + Text 1 Assigned
Week 2	Text 2 Assigned
Week 3	Continue Work with Text 1 & Text 2
Week 4	Text 3 + AQ1 Assigned
Week 5	RD1 Due (<i>Instructor Graded + Peer Reviewed</i>)
Week 6	FD1 Due + AQ2 Assigned
Week 7	RD2.1 Due (<i>Instructor Graded</i>)
Week 8	RD2.2 due (<i>Peer Reviewed</i>)
Week 9	FD2 Due + AQ3 Assigned
Week 10	RD3.1 Due (<i>Instructor Graded</i>)
Week 11	RD3.2 Due (<i>Peer Reviewed</i>)
Week 12	Continue Work with AQ3
Exam Week	FD3 Due

WOC Assessment Scheme:

(The assessment scheme is common across all WOC sections.)

Assignment	Details	Weightage
Short Assignments	Instructors will assign short assignments throughout the term in order to support student engagement with the assigned texts and gauge their understanding of the concepts discussed in the classes. These assignments may consist of worksheets, quizzes, round-robins, class presentations, etc.	40% [split over written (20%) and audio-visual assignments (20%)]
Essay 1 (800-1000 words)	Students are expected to write three essays of varying lengths over the course. Each essay will constitute multiple drafts that will be graded by the instructor and/or undergo peer review.	15% [split over RD1 (5%) + FD1 (10%)]
Essay 2 (1000-1200 words)		20% [split over RD2.1 (5%) + FD2 (15%)]
Essay 3 (1200-1500 words)		25% [split over RD3.1 (5%) + FD3 (20%)]
Total		100%

Krea-SIAS Scoring Rubric:

Grade Point	Score Range	Letter Grade (in %)	
10	98-100	A+	Outstanding
9.6	95-97	A	Excellent
9.2	90-94	A-	Excellent
8.7	85-89	B+	Proficient
8.2	80-84	B	Proficient
7.7	75-79	B-	Proficient
7.2	70-74	C+	Satisfactory
6.7	65-69	C	Satisfactory
6.2	60-64	D	Satisfactory

5.5	50-59	E	Satisfactory
0	0-49	U	Unsatisfactory

Important Classroom Policies (WOC-A):

- Students are expected to be on time for the class. A delay more than 10 minutes after the class begins would warrant a “late” mark on Canvas.
- Students **do not** need to request the instructor’s permission in order to leave the classroom temporarily. However, in case a situation arises that requires students to leave for the rest of the class, they must inform the instructor.
- Students **must** bring their laptops to every class. The use of mobile phones in the classroom in order to look up information is **not prohibited**. However, if students need to use the phone to make/receive calls, or chat, they must leave the class and return once done.
- Students are allowed to eat in the class as long as they can do the same **without disturbing others**. This means that they should not bring to the class food that is crunchy, munchy or distracting in general. (*Otherwise, please feel free to leave the class, finish your food, and return once done.*)