



NABA BALLYGUNGE MAHAVIDYALAYA

(Formerly CHARUCHANDRA EVENING COLLEGE)

27E, Bosepukur Road, Kolkata - 700042

Email: nbmv2005@yahoo.co.in, Website: nbmahavidyalaya.in

NAME OF THE ADD-ON COURSE: PROOF READING IN ENGLISH

TOTAL TIME: 30 Hrs.

DURATION: 03.08.2020 – 24.08.2020 (Online Mode)

FACULTY IN CHARGE: Smt Sayantina Dutta

FACULTY MEMBERS: Dr. Sumit Kumar Debnath

Smt Debojyoti Dan

Smt Anwesha Sengupta

The Curriculum consists of 6 Core Courses and Final Assessment:

1. Introduction to Proofreading:

- Definition and importance of proofreading (Dr. Sayantina Dutta-1 hour)
- Understanding the role of a proofreader (Prof. Debojyoti Dan -1 hour)

2. Grammar and Syntax:

- Review of basic grammar rules (Dr. Sumit Kumar Debnath-2 hours)
- Common grammatical errors and how to correct them (Dr. Anwesha Sengupta -2 hours)

3. Punctuation and Mechanics:

- Rules of punctuation (e.g., commas, semicolons, dashes) (Dr. Anwesha Sengupta -2 hours)
- Proper use of capitalization and abbreviations (Dr. Sayantina Dutta-1 hour)
- Spelling and homophones (Dr. Sumit Kumar Debnath-1 hour)

4. Editing Techniques:

- Techniques for identifying errors efficiently (Prof. Debojyoti Dan -2 hours)
- Developing a systematic approach to proofreading (Dr. Sayantina Dutta-2 hours)



Sayantina Dutta

[Signature]
Principal
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5. Proofreading Practice:

- Practical exercises in proofreading various types of texts (e.g., essays, reports, emails) (Dr. Anwesha Sengupta -3 hours)
- Feedback and revision process (Dr. Sumit Kumar Debnath-2 hours)

6. Cultural Sensitivity and Diversity:

- Sensitivity to cultural and linguistic differences in written communication (Dr. Sumit Kumar Debnath-1 hour)
- Addressing bias and inclusivity in language use (Prof. Debojyoti Dan -1 hour)
- Adapting proofreading techniques to different audiences and contexts (Dr. Sayantina Dutta-1 hour)
- Final project: Proofreading portfolio showcasing students' proficiency and growth (Dr. Anwesha Sengupta -2 hours)

7. Assessment:

- Quizzes and exams assessing understanding of proofreading principles and techniques (Dr. Sayantina Dutta-2 hours)
- Editing assignments and projects evaluating practical application of skills (Dr. Sumit Kumar Debnath-2 hours)
- Participation in class discussions and peer review sessions (Prof. Debojyoti Dan -2 hours)



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