

**DegreeLive**

B.Com Honours

Semester I

Calicut University

# **Literatures in English or Communicative English**

Course Code: AEC1 • Module 2 Notes

# 1. Academic and Professional Writing

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Writing in academic and business environments requires a formal structure, clarity, and adherence to specific rules. This module covers the essentials of professional correspondence, CV and portfolio creation, and academic reading skills like summarizing, note-making, and report writing.

## Professional Correspondence & Correspondence Rules

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### Business Letter Writing

Must follow a standard block structure: Sender's address, Date, Inside address, Subject line, Salutation, Body paragraphs, Complimentary close, and Signature. The tone must be professional, courteous, and concise.

### Email Etiquette

- Use clear, descriptive subject lines.
- Keep messages short and focused.
- Avoid informal slang, emojis, or writing in ALL CAPS.
- Proofread carefully before sending.

## CV, Resume, and Portfolio Creation

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A **Resume** is a concise one-page summary of work history and skills. A **Curriculum Vitae (CV)** is a more detailed academic document outlining publications, teaching experience, and qualifications. A **Portfolio** is a curated collection of a professional's work (designs, articles, code repositories) that visually proves their capabilities.

## Academic Writing Skills

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Processing academic texts requires specific study skills:

- **Summarizing:** Writing a condensed version of a text in your own words, focusing only on the primary thesis and main findings.
- **Paraphrasing:** Rewriting a specific passage from a source to clarify its meaning, while retaining the original details.

- **Note-Making:** Systematically organizing information from lectures or textbooks using outlines, mind maps, or Cornell note-taking templates.

## Report Writing

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A report is a structured, factual document written for a specific audience. Its standard structure includes:

Report Section	Key Content
<b>Title Page &amp; Abstract</b>	Project title, author, date, and a brief summary of findings.
<b>Introduction</b>	Background, objectives, and scope of the report.
<b>Methodology &amp; Findings</b>	How data was collected, followed by detailed data tables and analysis.
<b>Conclusions &amp; Recommendations</b>	Interpretation of findings and specific action points.

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