

Diploma in Writership

(DIPW)

Syllabus and Curriculum

2022

National Library of Sri Lanka

VISION

Being the national knowledge center provides all access to library and information services.

MISSION

Creating a knowledge society through the preservation of the intellectual heritage of the nation. Development of National library and information system.

Encouraging the utilization of information and communication technology for effective library service. Providing bibliographical services and assisting with book publication.

Advisory Committee

Prof. Nanda Dharmarathna (Chairman, National Library of Sri Lanka)

W. Sunil (Director General, National Library of Sri Lanka)

Syllabus Development Committee

Prof. Chandima Wijebandara (Chair)

Prof. A.W. K. Wasantha Subasinghe

Dr. Priyanwada Wanigasooriya

Dr. Nimal Senarathna

Introduction

The National Library of Sri Lanka was established on 27th April 1990. Ceylon National Library Services Board Act No.17 of 1970 provided the legal base for the National Library in its initial period. The National Library and Document Services Board's new amendment, Act No. 51, was introduced in 1998. The powers and responsibilities of the National Library were clearly spelled out for the first time, and this was a fulfillment of a long-felt need. It has become arduous to organize and introduce this new institution to the country and the general public.

The National Library is mainly a research and reference library, the main library and information center in Sri Lanka. It intends to provide library resources and information to all Sri Lankans through the National Library. The current library material stock of approximately 1,000,000 volumes will form the nucleus of the future national collection.

Currently, the National Library of Sri Lanka is conducting several money-oriented workshop series for the public on research methodology, book building, and training programs for librarians on book building, conservation and preservation, library automation, soft skills, and capacity development programs. Therefore, National Library has identified timely essential courses for the general public and the library staff of the county. Thus, it has recognized suitable resource persons for the relevant field.

Justification

This is a nine months Diploma in Writership conducted by the National Library of Sri Lanka. The students who qualified with Ordinary Level examination or three years of working experience in a relevant field will be eligible to apply for this program. This Diploma program provides better experience for the applicants to develop their writing abilities. Such a program is timely necessary for intending writers or novelists to broaden their language in written communication, creative and logical thinking, academic and creative writing (short story, novels, and poetry), and for planning and publishing their writings. Not only will this program be led to the inculcate of better writing and reading culture in society, but it will also promote the information services of the National Library at large.

AIM

- To provide an understanding art of writership and provide practical traning in writing.

OBJECTIVES

- Disseminate knowledge, practice and methodology in writing as an art.
- Provide in-depth understanding of literature reading and writing.
- To provide comprehensive guidance to intending writers.
- To guide intending writers on grammatically accurate and stylistically beautiful writing.

PROGRAMME LEARNING OUTCOMES:

On successful completion of the DIPW, students will;

- Demonstrate sound theoretical knowledge and practical applications of manuscript writing.
- Express high-quality writership.
- Recognize to organize relevant secondary literature.
- Practice essential soft skills, including communication and leadership abilities required for work.

ENTRY QUALIFICATIONS:

1. Passed G.C.E. O/L or
2. Three years working experience in relevant field.

ADMISSION PROCESS

Applicants should produce a duly completed application obtained from the Assistant Registrar, National Library of Sri Lanka.

Applicants are required to appear for an interview. The number of candidates to be enrolled in the programme will vary from time to time, up to 50 according to the availability of resources and other facilities.

FEES

The course fee, which includes registration fee, examination fee, course fee, library fee, and IT/Computer literacy, will be decided by the NLSL

For each re-sitting of examinations, an additional fee will be charged per course as per the Recommendation of the NLSL Director board.

DURATION: 9 months

MEDIUM: Sinhala/English

EVALUATION: Assignments, project reports and written examinations

ELIGIBILITY TO AWARD THE CERTIFICATE

Participants will be eligible to obtain a 'Pass' in diploma in writership course by fulfilling the requirement given below;

- Obtaining average mark of 40 from all the physical/online test under each module
- Actively access to all the modules of the course

COURSE CODE

All the courses are assigned a code number to indicate the following:

COURSE CODE: DIPW 00000

First four letters	-	Name of the Course
First Digit	-	Year of Study
Second Digit	-	Semester of each Year (1=1 st Semester, 2=2 nd Semester)
Third and fourth Digit	-	Serial number of course unit
Fifth Digit	-	Credit value

PROGRAMME STRUCTURE

Semester	Subject Code	Subject Name	Credit value	Status
First Semester				
Semester I	DIPW 11013	Language in written communication	03	compulsory
Semester I	DIPW 11023	Creative and logical thinking	03	compulsory
Semester I	DIPW 11033	Academic writing	03	compulsory
Semester I	DIPW 11042	Journalistic writing	02	compulsory
Semester I	DIPW 11052	Writing for children and youth	02	compulsory
	DIPW 11062	Field Practicum	02	compulsory
Total Credit for the semester I			15	

Second Semester				
Semester II	DIPW 12073	Writing shorts stories, novels, and poetry	03	compulsory
Semester II	DIPW 12083	Planning, writing, and editing	03	compulsory
Semester II	DIPW 12093	Advertising and persuasive writing	03	compulsory
Semester II	DIPW 12103	Law, ethics, and publishing	03	compulsory
Semester II	DIPW 11113	Independent creation	03	compulsory
Total credits for semester II			15	
			30	
			<i>Total credit for the diploma course</i>	

COURSES OF THE PROGRAMME

Semester one

Course code	:	DIPW 11013		
Title	:	Language in written communication		
Credit Value	:	3		
Status	:	Core		
Hourly Breakdown		Theory	Practical	Independent Learning
	:	20	00	130
<p>Intended learning outcomes: After completion of this subject unit, the student will be able to;</p> <ul style="list-style-type: none"> • Recognize observations and a practical demonstration in the language in written communication • Determine written communication Techniques, grammar points, dialogues 				
<p>Contents: Definition: language and written communication, Characteristics and purpose, Written communication process, Key Factors Affecting Language and communication, types of written communication: transactional, informational and instructional, written communication skills, Grammar points, dialogues</p>				
Methods of Teaching and Learning	:	Lectures, Readings, Interactive contacts, Discussions, Presentations, Demonstrations		
Assessment Strategy	:	Assignments 40%	Written examination 60%	
Recommended reading	:	<ul style="list-style-type: none"> • Dissanayake, W.(1977).<i>Manava sanniwedanaya</i>. Lakehouse investment. • Koparahewa, S.(2018). <i>Bhashawa Ha Sanniwedanaya</i>. Godage. • Wijethuga,R.(1989). <i>Hela vahara ha sannivedanaya.s.n.</i> 		

Course code	:	DIPW 11023		
Title	:	Creative and logical thinking		
Credit Value	:	3		
Status	:	Core		
Hourly Breakdown		Theory	Practical	Independent Learning
	:	20	00	130
<p>Intended learning outcomes: After completion of this subject unit, the student will be able to;</p> <ul style="list-style-type: none"> • Define the philosophy of creative thinking. • Construct creative writing 				
<p>Contents: Psychology of thinking, Process of rational thinking, Inductive and deductive logic. The necessity of critical thinking in writing. What is creativity, Psychology of creativity, creative thinking at work, and Creative writing.</p>				
Methods of Teaching and Learning	:	Lectures, Readings, Interactive contacts, Discussions, Presentations, Demonstrations		
Assessment Strategy	:	Assignments 40%	Written examination 60%	
Recommended reading	:	<ul style="list-style-type: none"> • Cohen, M.(2021).<i>Critical Thinking Skills For Dummies</i>. Wiley. • Keong,Y. K. (2013). <i>You are creative</i>.7th Ed. Mindbloom Consulting. • Reader’s Digest.(2000). <i>Maximise Your Brain Power</i>. Reader's Digest. • Siri Seevalee Himi ,B.(2002).<i>Shana Kalawa</i>. God. 		

Course Code	:	DIPW 11033		
Title	:	Academic Writing		
Credit Value	:	3		
Status	:	Core		
Hourly Breakdown		Theory	Practical	Independent Learning
	:	20	00	130
<p>Intended Learning Outcomes: At the end of successful completion of this course unit, the student will be able to;</p> <ul style="list-style-type: none"> • Describe the basic concepts of academic writing. • Determine the basic features of academic writings. 				
<p>Contents:</p> <ol style="list-style-type: none"> 1. What is academic writing; introduction and features; define the purpose, writer, and the reader's skills. 2. Identify the structure and the primary stages of writing an academic document: characteristics, clarity and conciseness, grammar, and formal language vs. flowery language. 3. Stages of making an argument; key opinions, language, and formats 4. Identify sample writing formats; essays, news reporting, research paper, dissertation, paper review, abstract writing 				
Methods of Teaching and Learning	:	Lectures, Readings, Discussions, Presentations, Demonstrations		
Assessment Strategy	:	Assignments 50%	Written examination 50%	
Recommended reading	:	<ul style="list-style-type: none"> • Bandara, R.(2008). <i>A practical guide to academic writing</i>. Karunaratne & Sons Ltd. • Fonseka, M. and Manawaduge, A.(2019). <i>A guide to academic writing and research reports</i>. Department of Accounting, University of Sri Jayewardenepura. • Perera, S.(2005). <i>Alternate space: trivial writings of an academic</i>. Yellow House Publications. • Ranjan,D.(2017).<i>Shasthriya paryeshana lekhana shailiya</i>. Godage. 		

Course code	:	DIPW 11042		
Title	:	Journalistic writing		
Credit Value	:	2		
Status	:	Core		
Hourly Breakdown		Theory	Practical	Independent Learning
	:	20	00	80
<p>Intended learning outcomes: After completion of this subject unit, the student will be able to;</p> <ul style="list-style-type: none"> • Illustrate features of journalism • Review qualities of creative works. 				
<p>Contents: Introduction to Journalism, Types of media (state, private, national, international) Comparative strength of audio-visual media, Local and world News, Language, video and photojournalism, Feature articles and supplements, Religious, cultural and political reviews. Children's and women's pages, Educational features, Parliamentary, Judicial and crime reporting, and Reliability of news sources.</p>				
Methods of Teaching and Learning	:	Lectures, Readings, Interactive contacts, Discussions, Presentations, Demonstrations		
Assessment Strategy	:	Assignments	40%	Written examination 60%
Recommended reading	:	<ul style="list-style-type: none"> • Blundell, W.E.(1988). <i>The Art and Craft of Feature Writing: Based on The Wall Street Journal Guide</i>. Plume publishers. • Hyde, G.M.(2015). <i>A Course in Journalistic Writing</i>. Palala Press. • Knight, R.M. (2010). <i>Journalistic Writing: Building the Skills, Honing the Craft</i>. Marion Street Press. 		

Course code	:	DIPW 11052		
Title	:	Writing for children and youth		
Credit Value	:	2		
Status	:	Core		
Hourly Breakdown		Theory	Practical	Independent Learning
	:	20	00	80
<p>Intended learning outcomes: After completion of this subject unit, the student will be able to;</p> <ul style="list-style-type: none"> • Recognize basic fiction and nonfiction writing skills • Demonstrate the story-building skills 				
<p>Contents: basic fiction and nonfiction writing skills and learn the discipline of staying within a specified word count, writing methods, planning the story; knowing readers, their age groups, current culture and fashion, mapping(beginning/middle/end), choosing characters, develop protagonist and antagonist, story flow, plot, themes, dialog development, writing for children and youth; age groups, purpose, book-length, illustrations, fonts, and font size, writing regime/routine, Copyright plagiarism and fair use, marketing.</p>				
Methods of Teaching and Learning	:	Lectures, Readings, Interactive contacts, Discussions, Presentations, Demonstrations		
Assessment Strategy	:	Assignments 40%	Written examination 60%	
Recommended reading	:	<ul style="list-style-type: none"> • Feldgus, E.G.(1999).<i>Kid Writing in the 21st Century: A Systematic Approach to Phonics, Spelling, and Writing Workshop</i>.Hameray. • Tomlin,C.(2013). <i>Writing Books for Children and Youth</i>. Kindle. • Wilson, B.K.(1960). <i>Writing for children: the new writers' guide</i>. T.V.Boardman. 		

Title	:	Field Practicum		
Course Code	:	DIPW 11062		
Credit Value	:	2		
Status	:	Core		
Hourly Breakdown	:	Theory	Practical	Independent Learning
		-	30	70
Intended Learning Outcomes:				
After completion of this subject unit, the student will be able to;				
<ul style="list-style-type: none"> • Practice selected fields of writership meanings and styles introduced in the classroom. • Demonstrate teamwork qualities and skills. 				
Content:				
The field practicum unit provides a practice-oriented experience in the industry or a field and enhances the student's learning experience. This unit is an opportunity to develop writing skills with work attitude, self-confidence, interpersonal skills, and the ability to work as a team in a natural organizational setting. It enhances to practice of theory that they have learned in the classroom. National Library of Sri Lanka, reputed publishing centers, government and non-government printings and journalist forums will be made opportunities to practice.				
Method of Teaching and Learning	:	Evidence-Based Practice, Co-operative Learning, Case Method, Intensive Group Work		
Assessment Strategy	:	Continuous Assessment 60%	Attendance	20%
			Group Presentation	20%
			Individual Presentation	20%
		Final Examination 40%	Presentation Oral/Poster	20%
			Field Report	20%
Recommended Reading	:	<ul style="list-style-type: none"> • Baird, B.N.(2018). <i>Internship, Practicum, and Field Placement Handbook</i>. T&F India. • Grobman, L.M.(2010). <i>The field placement survival guide: What you need to know to get the most from your social work practicum</i>.(2nd Ed.). White hat communications. • Russell-Chapin,L.A, Sherman , N. E. & Ivey,A.E.(2016). <i>Your Supervised Practicum and Internship: Field resources for turning theory into action</i>.(2nd Ed.). Routledge. 		

Semester Two

Course code	:	DIPW 12073		
Title	:	Writing shorts, stories, novels, and poetry.		
Credit Value		3		
Status		Core		
Hourly Breakdown		Theory	Practical	Independent Learning
	:	20	00	130
<p>Intended learning outcomes: After completion of this subject unit, the student will be able to;</p> <ul style="list-style-type: none"> • Clarify planned observations and a practical demonstration of the writing processes of short stories, novels, and poetry, which are being analyzed in the classroom. • Demonstrate the application of gained knowledge and skill sets acquired from the unit by the practical application 				
<p>Contents: Introduction, writing process, The technical parts of writing a short story, novels and poetry, the Origins of "Story", Use of Biography in Story, Theme, and characters: protagonist and antagonist, Beginning Character, What elements make up interesting characters: Plot, Point of View, Description, Conflict, Writing Dialogues, end, Strategies for Rewriting, Writing a Catchy First Paragraph, Structuring a story and poetry.</p>				
Methods of Teaching and Learning	:	Lectures, Readings, Interactive contacts, Discussions, Presentations, Demonstrations		
Assessment Strategy	:	Assignments 40%	Written examination 60%	
Recommended reading	:	<ul style="list-style-type: none"> • Gioia, D. and Gwynn, R.(2005). <i>The Art of the Short Story</i>. Pearson. • Lockward, D. (ed.). <i>The Practicing Poet: Writing Beyond the Basics</i>. Terrapin Books. • Writer's Digest.(2017). <i>The Complete Handbook of Novel Writing: Everything You Need to Know to Create & Sell Your Work</i>. Writer's Digest Books. 		

Course code	:	DIPW 12083		
Title	:	Planning, drafting and editing		
Credit Value		3		
Status		Core		
Hourly Breakdown		Theory	Practical	Independent Learning
	:	20	00	130
Intended Learning Outcomes: At the end of successful completion of this course unit, the student will be able to;				
<ul style="list-style-type: none"> • Design a manuscript. • Apply editing techniques. 				
Contents: Identify the pre-writing icons: Academic style, Vague sentences, Grammar, Style consistency; purpose, language, tone, audience; identify the writing process: pre-write, plan an outline, the first draft, revise the draft and finalize. Process of editing: Grammatical errors, Ambiguous phrasings, Redundancy, and repetition; Layouts, Headings, Data, Graphs, Illustrations, proof-reading tips				
Methods of Teaching and Learning	:	Lectures, Readings, Interactive contacts, Discussions, Presentations, Demonstrations		
Assessment Strategy	:	Assignments 40%	Written examination 60%	
Recommended reading	:	<ul style="list-style-type: none"> • Garner,B.(2020). <i>Coursebook on Drafting and Editing Contracts</i>. West academic publishers. • Ginna, P. (ed.). (2017). <i>What Editors Do: The Art, Craft, and Business of Book Editing : Chicago Guides to Writing, Editing, and Publishing</i>. University of Chicago Press. • Martin, T.Y.(2020). <i>Intuitive Editing: A Creative and Practical Guide to Revising Your Writing</i>. E3 Press. 		

Course code	:	DIPW 12093		
Title	:	Advertising and persuasive writing		
Credit Value	:	3		
Status	:	Core		
Hourly Breakdown		Theory	Practical	Independent Learning
	:	20	00	130
Intended Learning Outcomes: At the end of successful completion of this course unit, the student will be able to;				
<ul style="list-style-type: none"> • Construct quality advertisements. • Interpret human feelings. 				
Contents: Psychology and sociology of advertising, Creativity in advertising, Types of advertising, Advertising copywriting, Psychology of persuasion, Understanding the reader, Art of convincing, Persuasive communication, Structure and the use of language in persuasive writing.				
Methods of Teaching and Learning	:	Lectures, Readings, Interactive contacts, Discussions, Presentations, Demonstrations		
Assessment Strategy	:	Assignments 40%	Written examination 60%	
Recommended reading	:	<ul style="list-style-type: none"> • Cutts, M.(2013). <i>Oxford Guide to Plain English</i>. Oxford University Press. • Fernando, J. F. (1946).<i>Prabandarohanaya. s.n.</i> • Manser.M.H.(2017). <i>Guide to Style</i>. Viva Books Private Limited. • Souter, N.(2007). <i>Creative Business Solutions: Persuasive Writing: How to Make Words Work for You</i>. Union Square & Co. 		

Course code	:	DIPW 12103		
Title	:	Law, ethics, and publishing		
Credit Value		3		
Status		Core		
Hourly Breakdown		Theory	Practical	Independent Learning
	:	20	00	130
Intended Learning Outcomes:				
At the end of successful completion of this course unit, the student will be able to;				
<ul style="list-style-type: none"> • Clarify basic laws and selected articles on writership. • Prepare ethically adhered case reports. 				
Contents:				
Evolution and content of Law relating to writing, publishing, and intellectual property, Case studies related to legal issues in publications, Writers' ethics and responsibilities, Writing in multi-religious and multi-racial contexts				
Methods of Teaching and Learning	:	Lectures, Readings, Interactive contacts, Discussions, Presentations, Demonstrations		
Assessment Strategy	:	Assignments 40%	Written examination 60%	
Recommended reading	:	<ul style="list-style-type: none"> • <i>Book publishing in Asia.</i>(1970). Singapore publishing Association. • Unwin, P.(1965). <i>Book publishing as a career.</i> Hamish Hamilton. 		

Course code	:	DIPW 11113		
Title	:	Independent creation		
Credit Value		3		
Status		Core		
Hourly Breakdown		Theory	Practical	Independent Learning
	:	00	00	150
Intended Learning Outcomes: At the end of successful completion of this course unit, the student will be able to;				
<ul style="list-style-type: none"> • Construct a creative product. • Dramatize human potential. 				
Contents: The student should compile creative writing (novel, short story, poem, etc.) to apply theories and practice on writership.				
Methods of Teaching and Learning	:	Academic supervision		
Assessment Strategy	:	Viva voce examination 20% -	Creation - 80%	
Recommended reading	:	<ul style="list-style-type: none"> • Ima,C and Projects, M. (2022). <i>Creative Writing Practical Step Step Guide On How To Convert Your Story Idea: To A Novel, Screenplay, Short Story, Audio Script And Play For Beginners</i>. Kindle. • Baechtel, M.(2004). <i>Shaping the Story: A Step-by-Step Guide to Writing Short Fiction</i>. Pearson. • Tondeur, L.(2018). <i>The Small Steps Writing Guides</i>. Kindle. 		