

Semester	3
Course	SKILL ENHANCEMENT
Paper code	S2PS230311T
Paper Title	CONDUCTING INTERVIEWS & WRITING REPORTS
No. of Credits	3
Theory / Practical / Composite	Theory
Minimum No. of preparatory hours per week a student has to devote	3
Number of Modules	2
Syllabus	<p>Module I</p> <p>1. Interviews: developing questionnaires and conducting interviews; summaries and transcriptions; illustrative case studies</p> <p>2. Focus Group Discussions (FGD): Steps and strategies; summaries and transcriptions; illustrative case studies</p> <p>Module II</p> <p>3. Writing a research/policy report: Structure, style, data gathering and presentation strategies; illustrative case studies</p> <p>4. Report analysis and presentation</p>
Learning Outcomes	<p>Illustrating on how to conduct interviews and Focus Group Discussions</p> <p>Provides a hands-on experience of skills like forming questionnaires, asking questions, conducting interviews and writing summaries</p> <p>Facilitates learning of the art and craft of report writing.</p> <p>Enhances hands-on approach of data gathering and analysis</p>
Reading/Reference Lists	<ol style="list-style-type: none"> 1. Halperin, Sandra & Heath, Oliver (2020), Political Research: Methods and Practical Skills, Oxford University Press: London 2. Babbie, Earl R. (2015), The Practice of Social Research, 14th Edition, Cengage Learning 3. Report Writing Resources, The University of Melbourne,

	<p>www.students.unimelb.edu.au/academic-skills/resources/report-writing</p> <p>4. Report Writing, Australian National University, www.anu.edu.au/students/academic-skills/writing-assessment/report-writing</p> <p>5. Report Writing: Academic Tip Sheet, EDU Australia, www.intranet.ecu.edu.au/__data/assets/pdf_file/0018/20628/report_writing.pdf</p>	
Evaluation	<p>Theory</p> <p>CIA:15</p> <p>Semester Exam:35:</p>	<p>Practical (if applicable)</p> <p>CA:</p> <p>Semester Exam:</p>
Paper Structure for Theory Semester Exam	<p>Module 1: 20 marks (2x10=20, 2 out of 3 questions)</p> <p>Module II- 15 marks (1x15=15, 1 out of 2 questions)</p>	