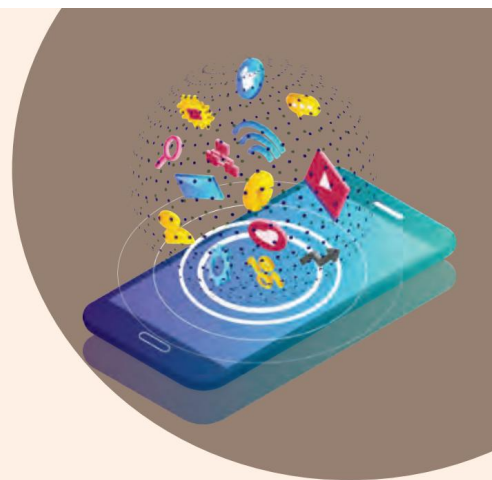


4



Basics of Writing Skills

Writing helps us share ideas, feelings, and information in a way that lasts. In this digital era, with constantly expanding information, communication, and technology, writing is all the more significant. It is not just about sending an email or typing an essay; it is a skill that helps us express ourselves clearly and connect with others. A written document or information lasts longer and can be referred to later.

Good writing requires good command and understanding of the language in which one is communicating. It is important to ensure that the writing is free from grammatical errors. In order to improve one's writing skills, it is pivotal to know about the fundamental elements of grammar.

Sentences

Sentences are the basic building blocks of written and spoken communication in many languages, including English. A sentence is group of words that combine to make complete sense. A sentence conveys a complete thought or idea and often serves as a complete statement or question. A sentence always starts with a capital letter and ends with a full stop, question mark, or exclamation mark.

For example:

Lavina loves to play badminton.

Dheeraj is going to Shimla.

Parts of Sentence

A sentence contains a subject and a predicate. A **subject** in a sentence is the thing or person about whom we get information from the sentence. A **predicate** in a sentence is what is being said about the person or thing in the sentence.

Subject (Who/what the sentence is about)	Predicate (What is being said about the subject)
Lavina	loves to play badminton.
In this sentence, 'Lavina' is the subject, as the sentence is telling about what she loves and 'loves to play badminton' is the predicate, as it gives some information about Lavina, the subject.	
The book	is very captivating.
In this sentence, 'The book' is the subject, as it is something that is being talked about in the sentence and 'is very captivating' is the predicate, as it is giving some information about the book. It tells us what kind of book it is.	

Subject-Verb-Object

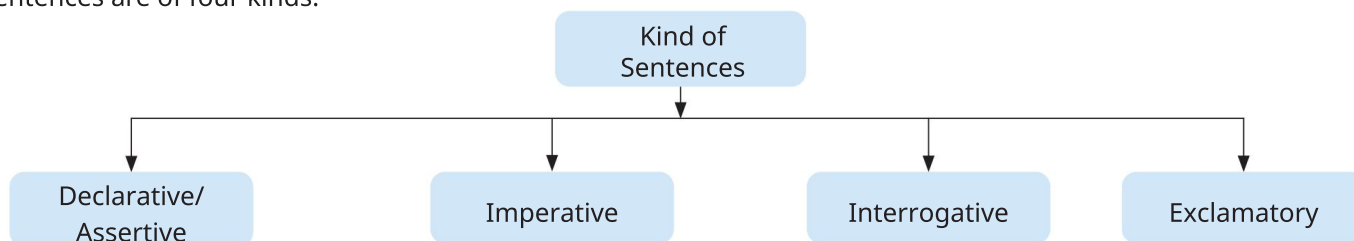
Each sentence in the English language has a sentence structure. A sentence structure may consist of a subject, verb and/or an object. The *Subject* shows **what or whom** the sentence is about. A *Verb* shows an action and **what** the subject is doing. An *Object* describes **who or what** receives the action.

Example:

Sentence	Subject	Verb	Object
The girl sat on the bed.	The girl	sat	the bed
The boy bought a book.	The boy	bought	a book
She picked the ripe mangoes.	She	picked	mangoes
The ladder fell on the bike.	The ladder	fell	the bike

Kinds of Sentences

Sentences are of four kinds.



Kind of Sentences	Definition	Examples
Assertive or Declarative sentence	It states facts, information, or arguments. It ends with a period (.).	The sun sets in the West. New Delhi is the capital of India.
Imperative sentence	It is used to give commands, make requests, offer advice, or issue instructions. It doesn't use subject, but 'you' is often understood as the implied subject. It may end with a period (.) or an exclamation mark (!).	Please open the door. Come here. Have a good day!
Interrogative sentence	It is used to ask questions. It ends with a question mark (?). It primarily uses the WH question words.	What are you planning for the weekend? Are you joining us for the group study tomorrow?
Exclamatory sentence	It states strong emotion, excitement, surprise, or other intense feelings. It makes use of the exclamation mark (!) either in between the sentence or at the end.	Well done! Hurray! We won the match.

Think and Tell

1. Identify the subject and the predicate in the given sentence.
Students enjoy reading storybooks.
2. Give one example of an exclamatory sentence.

Phrases

A group of words that come together to form a unit but is not complete in itself is called a phrase. They do not make complete sense when used independently.

Example:

Phrase	Sentence
a fragrant flower	Rohan gifted his mother a fragrant flower.
In the first case, 'a fragrant flower' is a group of words that have been combined to make a unit. But does it make complete sense? In the second case, we get complete information about the flower. We are told that Rohan gifted the flower to his mother.	
going downhill	The men are going downhill to get the groceries.
In the first case, 'going downhill' is a group of words that has combined to make a unit. It is understood what going downhill means, but we do not have complete information. In the second case, we get complete information about who is going downhill and why.	

Types of Phrases

Types of Phrases	Description
Noun phrase	It is a group of words that work as a noun in a sentence. It consists of a noun (the main word) and its modifiers, which can have adjectives, articles, pronouns, and other words that give additional information about the noun. He is looking at the dewy white mountains .
Verb phrase	It is a group of words that forms a verb in a sentence. It includes the main verb and the helping verbs within a sentence. I should have reported the incident to the police.
Adjective phrase	It is a group of words that describe a noun or a pronoun. The group of words provides more information about the noun in the sentence. The huge grey elephant raised its trunk.
Prepositional phrase	It is a group of words that starts with a preposition and usually ends with a noun or pronoun, the object of the preposition. They function as adjectives or adverbs to provide additional information in a sentence, typically about location, direction, time, or manner. Ragini is dancing with great enthusiasm .
Adverb phrase	It is a group of words that provides additional information about the action, verb, adjective, or adverb it modifies. It describes how, when, where, why, or to what extent something is happening. The car is parked right outside the door .

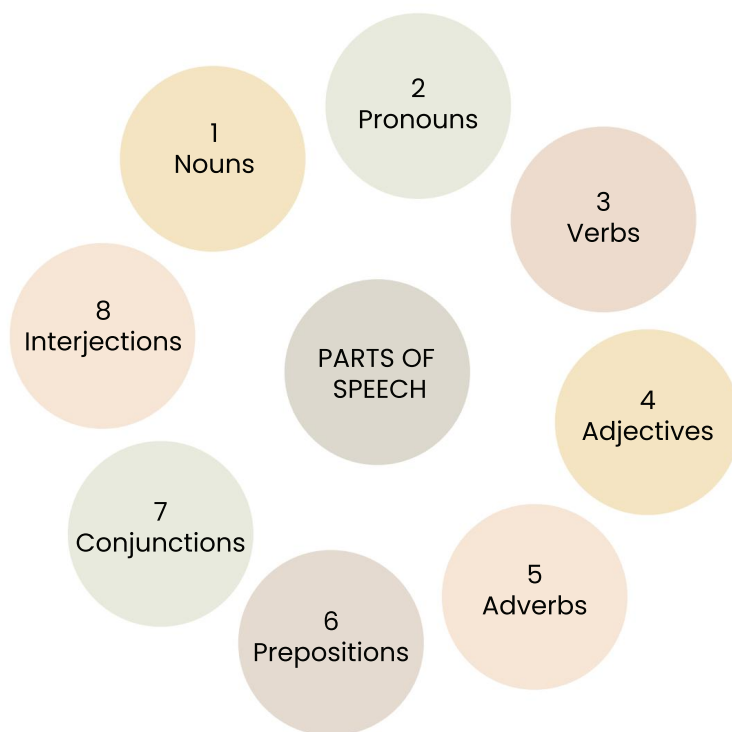
Think and Tell

Identify the types of phrases in the sentences below.

1. **A book on the shelf** is a classic.
2. **The big brown dog** belongs to my neighbour.

Parts of Speech


Parts of speech are the essential building blocks that help us construct meaningful sentences, express our ideas clearly, and engage in effective communication with others. There are 8 parts of speech in the English language. These are nouns, pronouns, verbs, adjectives, adverbs, prepositions, conjunctions, and interjections.



Parts of Speech	Definition	Examples
Nouns	It is the name of a person, place, or thing.	Rohan is singing a song. The vase is blue in colour.
Pronouns	It is a word used in place of a noun. It helps reduce repetition.	Rohan is singing a song. He is enjoying it very much. The vase is blue in colour. It is kept on the table.
Verbs	It expresses an action. It tells what the subject is doing in the sentence.	Rohan is singing a song. The dog is barking at the passerby.
Adjectives	It describes the noun. It is used to give details/information about the noun in a sentence.	Rohan is singing a classic song. The blue vase is kept on the table.
Adverbs	It provides additional information about a verb, adjective, or another adverb in a sentence. It often answers questions such as how, when, where, why, or to what extent an action is taking place.	Rohan is singing melodiously . The books are organised neatly on the shelf.
Prepositions	It tells about location, direction, time, or the relationship between various elements in a sentence. Words like in, on, into, behind, beside, at, across, through, and between are prepositions.	The vase is on the table. Rakesh is running across the corridor.


(continued...)

Parts of Speech	Definition	Examples
Conjunctions	<p>Conjunctions mean to connect.</p> <p>They are words used to connect words, phrases, clauses, or sentences, creating a logical relationship between them.</p> <p>Some of the conjunctions are and, or, but, although, because, otherwise, and so on.</p>	<p>Although Rohan was enjoying singing, but he loves dancing.</p> <p>Neither Kashika nor Simran will appear for the interview.</p>
Interjections	<p>It is used to express strong or sudden emotions, feelings, or reactions.</p> <p>They are often one or two words and can stand alone in a sentence.</p> <p>They are used to convey various emotions such as surprise, joy, anger, approval, disapproval, and more.</p>	<p>Wow! You sang melodiously.</p> <p>Shh! The baby is sleeping.</p>



Did You Know?

The word conjunction comes from the Latin word '*coniunctio*' which means to join together.



Think and Tell

Fill in the blanks with the most appropriate part of speech.

- The airplane flew (preposition) the clouds, and the passengers gazed (adverb) at the breathtaking view.
- He said, '.....' (interjection), when he realised he had left his wallet at home.

Articles

The words '*a*', '*an*', and '*the*' are known as articles. Articles are generally used before nouns in a sentence.

Example:

After **the** long meeting, **the** cup of coffee tasted good.

By using the article **the**, we have shown that it was one specific meeting that was long. The use of **the** for cup of coffee refers to a specific cup of coffee that tasted good.

Example:

After **a** long meeting, **a** cup of coffee tastes particularly good.

By using the article **a**, we have created a general statement, implying that any cup of coffee would taste good after any long meeting.


Types of Articles

Articles are of two types: **Definite** and **Indefinite Articles**.

Example: 'an hour' (because 'hour' starts with a vowel sound).

'a university' (because 'university' starts with a consonant sound).

Definite Article (the) We use 'the' when we are talking about a specific thing that the listener or reader already knows about or can easily identify.



Did You Know?

The choice between 'a' and 'an' depends on the sound that follows, not just the first letter.

Examples:

1. **The** manager called a staff member to carry the files. (*a particular manager*)
2. Please pass **the** documents. (*some specific documents*)

Rules for Using the Definite Article (the)

1. **Specificity:** Use 'the' when referring to a specific item or group of items that the listener or reader can identify with or is already familiar with.

Example: 'I saw the woman in a red saree, praying at the temple'. (You are referring to a particular woman in a red saree and a specific temple.)

2. **Unique Objects:** Use 'the' when referring to a unique object or something that is one of a kind.

Example: I visited **the** Taj Mahal last year. (There is only one Taj Mahal.)

3. **Superlative Forms:** Use 'the' before superlative adjectives (e.g., the best, the tallest) to indicate that something has the highest degree of quality.

Example: She is the best manager to work with. (Meaning she is the manager with the highest level of leadership quality.)

4. **Ordinals:** Use 'the' with ordinal numbers (e.g., the first, the second) when referring to specific items in a sequence.

Example: He won the first prize in the contest. (referring to a specific prize—the first one)

5. **Geographical Features:** Use 'the' before the names of oceans, seas, rivers, mountain ranges, and other geographical features.

Example: The Ganga River flows through eleven Indian states.

6. **Countries With Plural Names:** Use 'the' when referring to countries with plural names, such as 'the United States' or 'the Netherlands'.

Example: I have never been to the Netherlands.

7. **Musical Instruments:** Use 'the' before the names of musical instruments.

Example: She plays the harmonium beautifully.

8. **Newspapers:** Use 'the' before the names of newspapers.

Example: I read the Times of India every morning.

9. **Religious Books:** Use 'the' with religious books to indicate a specific, well-known, and revered text within a particular religious tradition.

Example: I find comfort in reading the Bhagavad Gita every morning.

10. **Nationality as a Noun:** Use 'the' with nationalities when they are used as nouns to refer to the people of a specific country.

Example: The Japanese are known for their punctuality.

Indefinite Articles (a/an) We use 'a' or 'an' when we are talking about something in a general or non-specific way.

Examples:

I have a meeting at 2 pm.

She is an excellent candidate for the job.

Rules for Using the Indefinite Article (a/an)

1. **Countable Nouns:** Use 'a' or 'an' with countable nouns when you are referring to one nonspecific item or thing.

Example: I saw a dog in the park. (referring to one dog in general)

2. **Singular Nouns:** Use 'a' before singular nouns that begin with a consonant sound.

Example: He is a teacher. (Teacher starts with a consonant sound: /t/.)

Use 'an' before singular nouns that begin with a vowel sound.

Example: She has an umbrella. (Umbrella starts with a vowel sound: /ʌ/.)

3. **Singular Nouns Starting with a Silent 'H':** Use 'an' before singular nouns that begin with a silent 'h.'

Example: He's an honest person. (Honest starts with a silent 'h' and begins with the vowel sound of 'o')

4. **Professions and Nationalities:** Use 'a' or 'an' when referring to someone's profession or nationality without specifying a particular person.

Example: She is a lawyer. (referring to any lawyer in general)

She is an Indian chef.

5. **General Statements:** Use 'a' or 'an' to make general statements about a group.

Example: 'I need a book for my research'. (referring to any book that fits the research).

6. **First Mention:** When you introduce a new, singular, and nonspecific noun in a conversation or text, use 'a' or 'an'.

Example: 'I saw a car on the street'. (The car hasn't been mentioned before in the conversation.)

Specific vs. nonspecific: 'a' and 'an' indicate a nonspecific or generic item, whereas 'the' indicates a specific or previously mentioned item.

'I need a pen'. (Any pen will do.)

'I need the pen you borrowed yesterday'. (referring to a specific pen)

Cases with zero article usage, often referred to as 'zero article', occur when we don't use any article (neither 'the', 'a', nor 'an') before a noun.

Remember

Uncountable and plural nouns:
In the case of uncountable nouns or plural nouns, we do not use 'a' or 'an'.

Incorrect: 'I need a information.'

Correct: 'I need information.'

Use	Reason
I don't like pets.	Pets in general—general meaning.
What time do you have breakfast?	Meals- lunch, breakfast, dinner.
2021 was a great year.	Years, months, days.
He does not speak Telugu.	Languages.
I love studying Biology.	School subjects.
We went to the shopping mall last week.	Next, last.

Connecting Ideas: Paragraphs

Now that we have read about sentences, let us learn how to put them together to make paragraphs. Think of a paragraph as a group of friends who share something in common. Just like how friends stay close, sentences within a paragraph remain interconnected as they discuss a common topic.

Here are two important things to remember when making paragraphs:

1. **One Idea at a Time:** Each paragraph should focus on one main idea. This helps your reader understand what you're talking about.
2. **Moving Smoothly:** When you start a new idea, start a new paragraph. This helps your writing flow smoothly and keeps things organised.

A well-structured paragraph typically consists of three essential elements:

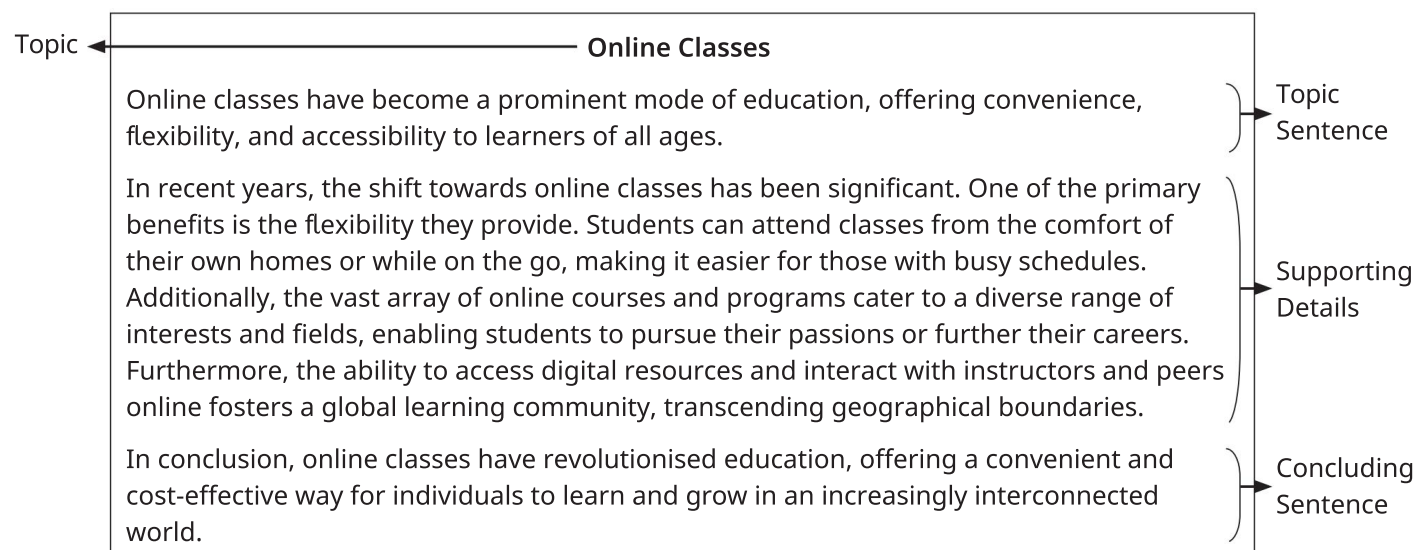
1. A topic sentence
2. Supporting details
3. A concluding sentence

Topic Sentence The topic sentence is like the headline of your paragraph. It introduces the main idea or point that the paragraph will discuss. It is a crucial element that guides the reader's understanding of what's to come.

Supporting Details Supporting details are sentences or examples that provide evidence or an explanation for the topic sentence. They add depth and context to your main idea.

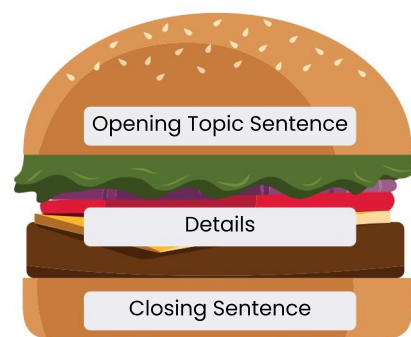
Concluding Sentence The concluding sentence summarises the paragraph's main point and often provides a smooth transition to the next paragraph.

Let's look at an example.



Think of a well-written paragraph as a burger, with each part of it contributing to a distinct flavour. In the opening topic sentence, it is important to introduce the topic. Imagine it as the title of a chapter in a book; it gives you an idea of what's to come. This is followed by detail/details about the topic. You may support the details with examples to strengthen your topic's idea or argument. A good paragraph has a closing sentence that concludes the topic and the main idea. Your closing sentence wraps everything up neatly. It reminds your reader of the main idea you discussed and provides a sense of closure.

A well-structured paragraph is like a mini-story. It has a beginning, a middle, and an end. By following this structure, your writing becomes more organised, making it easier for your readers to understand and enjoy. So, think of paragraph structure as a friendly guide that helps your thoughts flow smoothly and cohesively, turning your writing into a delightful journey of expression.



Mindful Use of Technology

(Individual Work)

Write a paragraph on the topic 'Mindful Use of Technology'. Use the graphic organiser below.

Title	
Topic Sentence	
Supporting Details	
Concluding Sentence	

Chapter Checkup

A Select the correct option.

- Select the sentence that has highlighted the verb and underlined the adjective correctly.
 - Ram **saw** a beautiful lady in London.
 - Ram** saw a beautiful lady in London.
 - Ram saw a beautiful lady in **London**.
 - Ram **saw** a beautiful lady in London.
- My brother exercises for hour every morning.
 - a
 - an
 - the
 - a/an
- Select the declarative sentence from the options given below.
 - You are going the wrong way!
 - Would you take a look?
 - The car is white and black.
 - Do not go out.

B Fill in the blanks with the most suitable words.

- Leena watched ant walking over her shoe.
- Yatin wanted to play indoor it was too cold.
- are a part of speech that expresses strong feeling or emotion.
- Samira grabbed the apple while going to school today.

C State whether the following is *True* or *False*. Correct the statements that are false.

- A well-structured paragraph may not have supporting details.
- An adverb is a part of a sentence that modifies a verb.

- 3 A predicate in a sentence tells about the subject.
- 4 The definite article 'the' is used when nationality is referred to as a noun.

D Answer the following questions. (Solved)

Q1. Describe the parts of sentences. Give an example.

A1. A sentence contains a subject and a predicate. A **subject** in a sentence is the thing or person about whom we get an information from the sentence. A **predicate** in a sentence is what is being said about the person or thing in the sentence.

Example: Kashika is a hard-working girl.

'Kashika' is the subject about whom we get information from the sentence and 'is a hard-working girl' is a predicate as it gives information about the subject.

Q2. Give five usages of the definite article.

A2. The use of the definite article is as follows:

- **Specificity:** Use 'the' when referring to a specific item or group of items that the listener or reader can identify with or is already familiar with.

Example: 'The girl in the blue dress is my best friend'.

- **Unique Objects:** Use 'the' when referring to a unique object or something that is one of a kind.

Example: I visited **the** Qutub Minar in Delhi.

- **Superlative Forms:** Use 'the' before superlative adjectives (e.g., the best, the tallest) to indicate that something has the highest degree of quality.

Example: She is the best manager to work with.

- **Ordinals:** Use 'the' with ordinal numbers (e.g., the first, the second) when referring to specific items in a sequence.

Example: He won the third prize in the drawing competition.

Q3. Nigma has to write a paragraph (15–20 sentences) on one of the topics 'The Importance of Recycling'. Help her to write the paragraph, ensuring a clear introduction, supporting details, and a concluding statement.

A3. The Importance of Recycling

Recycling is crucial for environmental preservation and resource conservation, offering numerous benefits. Recycling serves as a powerful tool for waste reduction, minimising the burden on landfills while simultaneously reducing harmful greenhouse gas emissions during decomposition. Additionally, this practice plays a significant role in the conservation of natural resources. For example, recycling aluminium cans not only saves energy but also mitigates the need for energy-intensive processes associated with mining and refining new aluminium. Furthermore, by reusing paper products, we contribute to the protection of forests and their wildlife habitats. In conclusion, recycling is not only an individual responsibility but also a collective effort that holds the key to a more sustainable and environmentally conscious future, benefiting both current and future generations.

Answer Key

- A** 1. a 2. b 3. c
- B** 1. an 2. because 3. Interjections 4. red/juicy
- C** 1. False. A well-structured paragraph will have supporting details.
 2. False. An adverb is a part of speech that modifies a verb, adverb, or adjectives in a sentence.
 3. True.
 4. True.

Unit Reflection

Key Terms

Articles: The words '*a*', '*an*', and '*the*' are known as articles. Articles are generally used before nouns in a sentence.

Communication: Communication can be described as the act of transmitting information, thoughts, concepts or emotions between individuals or groups through many media, including verbal language, written expressions, non-verbal cues, body language, gestures, visual or auditory cues and modern technology. Various methods of communication are verbal, non-verbal and visual.

- **Verbal communication:** Verbal communication is a powerful and dynamic method of sharing ideas, thoughts and information, using spoken or written words.
 - **Oral communication:** Oral communication refers to exchange of information through spoken words. This type of communication involves conversations, discussions, presentations and speeches that occur face-to-face or through various electronic devices.
 - **Written communication:** Written communication entails utilising written language to share information. This type of communication includes various forms such as emails, letters, articles, social media posts and text messages.
- **Non-verbal communication:** Non-verbal communication implies interacting with others without the use of spoken or written language. Instead, it involves using facial expressions, hand signals, body postures, stances and other gestures.
- **Visual communication:** Visual communication is done using pictures, symbols and designs to share ideas and information.

Various elements of a communication cycle are:

- **Sender:** A sender, also known as a communicator or a source, starts the communication process by generating a message to be conveyed.
- **Idea:** An idea refers to the thoughts, concepts or information that a sender intends to transmit during a communication process.
- **Encoding:** Encoding includes putting ideas or information in a format that can be transmitted to a receiver.
- **Communication channel:** A communication channel is the medium through which an encoded message is transmitted from a sender to a receiver.
- **Receiver:** A receiver is an intended recipient of a message who actively listens, observes and interprets the message.
- **Decoding:** Decoding is the process by which a receiver interprets an encoded message and extracts its meaning. This process involves understanding the words, symbols or gestures used by the sender and translating them into thoughts or emotions.
- **Feedback:** Feedback is the response or reaction provided by a receiver to a message. The feedback helps confirm whether the intended message was received and understood accurately.

Sentence: A sentence is a group of words that combines to express a complete thought. A sentence conveys a complete thought or idea and often serves as a complete statement or question. There are four kinds of sentences:

- **Assertive/Declarative sentence:** It states facts, information or arguments and ends with a full stop (.).
- **Imperative sentence:** It is used to give commands, make requests, offer advice or issue instructions.
- **Interrogative sentence:** It is used to ask questions and ends with a question mark (?).
- **Exclamatory sentence:** It states strong emotion, excitement, surprise or other intense feelings. The exclamation mark (!) is used either in between the sentence or at the end.

Perspectives: Perspectives are ideas, views or fixed ways of thinking that affect how communication is conducted within a group or between individuals.

Phrase: A group of words that together form a unit but do not convey a complete thought is called a phrase. A phrase does not express a complete thought or idea when used independently.

Visual perception: Visual perception is the ability of our brain to infer what we see through our eyes.

Things to Remember

- Non-verbal communication involves expressions, posture, gestures, touch, space, eye contact and paralanguage.
- Good communication skills are important for building relationships, effective interaction, solving problems, sharing knowledge, expressing emotions, personal development, being a leader and negotiating with others.
- Various factors that affect perspectives in communication are language, visual perception, past experiences, prejudices, feelings, and environment and cultural differences.
- A sentence contains a subject and a predicate. A **subject** in a sentence is the thing or person about whom we get information from the sentence. A **predicate** in a sentence is what is being said about the person or thing in the sentence.
- Each sentence has a sentence structure that consists of a subject, verb and/or an object. The subject shows **what or whom** the sentence is about. The verb shows an action and **what** the subject is doing. The object describes **who or what** receives the action.
- Various types of phrases are noun phrase, verb phrase, adverb phrase, prepositional phrase and adjective phrase.
- Eight parts of speech are nouns, pronouns, adjectives, verbs, adverbs, prepositions, conjunctions and interjections.
- There are two types of articles – definite and indefinite.
- A well-structured paragraph typically consists of three essential elements—a topic sentence, supporting details and a concluding sentence.

Test Your Knowledge

A. Select the correct option.

- Which of the following elements is not a part of non-verbal communication?
a. Expressions ☐ b. Postures ☐
c. Gestures ☐ d. Email ☐
- Which of the following is not an attribute of communication?
a. Essential for human interaction and relationships
b. Vital for personal, professional and academic success
c. Discourages sharing of ideas, emotions and knowledge
d. Enables influence, persuasion and societal development
- Which part of a language can act as a barrier to communication?
a. Correct terminology ☐ b. Unfamiliar jargons ☐
c. Complete details ☐ d. Use of correct expressions ☐
- 'Will you join us for the party tomorrow?' What type of sentence is this?
a. Interrogative ☐ b. Exclamatory ☐
c. Assertive ☐ d. Imperative ☐
- Rajan connecting with his friends through video conferencing is an example of which type of communication?
a. Written ☐ b. Non-verbal ☐
c. Oral ☐ d. Visual ☐
- What is the response or reaction provided by the receiver to the sender's message called?
a. Feedback ☐ b. Sender ☐
c. Idea ☐ d. Receiver ☐
- What is a group of words that together form a unit but do not convey a complete idea?
a. Sentence ☐ b. Phrase ☐
c. Subject ☐ d. Object ☐
- 'A beautiful red butterfly is sitting on the flower'. Identify the type of phrase.
a. Noun phrase ☐ b. Verb phrase ☐
c. Adverb phrase ☐ d. Adjective phrase ☐

B. Fill in the blanks with the most suitable words.

- are generally used before nouns in a sentence.
- Visual communication is when we use pictures, and designs to share ideas and information.
- A in a sentence is the thing or person about whom we get information from the sentence.
- The is the intended recipient of a message.
- is the ability of our brain to infer what we see through our eyes.

C. State whether the following are *True* or *False*. Correct the statements that are false.

- An SMS is a written, typed or printed message that is enclosed in an envelope and sent through a postal service.
- A noisy or chaotic environment will enhance the communication process.

3. Effective communication helps in establishing and maintaining strong relationships, whether with friends, family or colleagues.
4. The article 'a' should be used before the noun 'hour'.
5. Good writing requires good command and understanding of the language in which one is communicating.

D. Short answer-type questions.

1. How are encoding and decoding parts of the communication cycle?
2. What are the advantages of visual communication?
3. What are the types of articles? Give an example each.

E. Long answer-type questions.

1. Differentiate between verbal and non-verbal communication.
2. Describe any three factors, which affect perspectives in communication.
3. What is a sentence? Explain the two parts of a sentence with an example.

F. Competency-based questions.

1. Rajan works as a marketing head in AND Digital Marketing Co. He was given preference over his peers because of his good communication skills. Tell us how these skills can help a person to grow in life and career.
2. Your friend Tina has decided to participate in a paragraph-writing competition. Her topic is 'My Dream Career'. What things would you like to tell her in order to help her write a well-structured paragraph?