

# Effective writing tools and Methods



By

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# Recap Last lesson, we learnt about Reading Skills.

- They are: • Skimming • Scanning • Churning • Assimilation

# Focus of this lesson

- Writing = Productive Skill So, we are going to discuss Writing. Specifically, How we develop ideas through Writing

# Effective writing Tools:

- Keep the purpose in mind
- organization of ideas
- proper choice of words and phrases
- highlight the key sentence
- meet reader's expectation
- logical arrangement of sentences
- proper beginning, middle and end
- meticulous editing for error free -  
documentation.

# Features/Characteristics of Effective Writing

- **CLARITY**
- **ACCURACY**
- **CORRECTNESS**
- **DESCRIPTIVENESS**(to cover each aspect of the object being described)
- **LANGUAGE** – *Appropriateness*(content & word related), *Acceptability*(content & word related)
- **CONCISENESS AND FLOW** (Avoid CLICHES and REDUNDANCY)
- **BIAS FREE AND PLAIN WRITING** –

- *Gender/Age bias, Disability bias, Racial and Ethnic biasness.*
- **CHOICE OF WORDS** (*Avoid clustered, abstract, redundant, negative words*)
- **PROPER CONSTRUCTIVE SENTENCES**

# Writing Methods

- Depending upon our purpose, we can order the Topic sentence and the Supporting sentences in 7 specific ways. They are: Deductive, Inductive, Exposition, Chronological, Spatial, Linear, & Interrupted. These are called 'Methods of Paragraph Writing'.

# Purpose: Deductive

- Purpose: Defending an idea
- When our purpose is to defend an idea by providing evidence, we write the paragraph in Deductive method.
- The topic sentence comes at the beginning. It states a fact.
- The supporting sentences come after it and gives evidence that the fact is true.



# Deductive paragraph: Example

- Mental depression is a dangerous symptom. First, it can affect anyone, be he an adult or a child. This is because of cut-throat competition in every area of life. Second, depression has no physical indications. This makes it hard to detect. Third, people have the false idea that depression means madness. Clearly, depression is a deadly disease, and is hard to treat.

# Purpose: Inductive

- To make an inference When we put together clues to reach a conclusion, we make an inference. [recall inference from Reading Skills]. While we make an inference, we use Inductive method of Paragraph writing. The Topic sentence comes at the last, as a conclusion. The supporting sentences come at the beginning, as clues that lead to the conclusion.

# Inductive Paragraph

- Example: Aryan reached office late, today. He comes to office by public transport. He always starts early from his home to avoid traffic. Therefore, the bus he took today must have had a breakdown.

# Purpose: Expository

- Explaining a concept: When we must explain a concept to a person, we make a lot of effort to do so through examples, through comparing and contrasting with other concepts, and through clear-cut description of how it looks/feels. Such explaining is called the Expository method. Any Wikipedia article is Expository in nature.

# Expository Method:

- Example: Mirzapur is a crime-based TV series released in 2018, on Amazon Prime. It revolves around drugs, guns, and lawlessness. It depicts the rule of mafia dons and gang-rivalry in the Purvanchal region of Uttar Pradesh. Its season 1 consists of 9 episodes in total. In comparison with Sacred Games, it has gained more popularity among the viewers.

# Purpose: Chronological Method

- Giving background information: Sometimes, we must give a background information of a person or event. For example, medical history; tracing the development of a country, a thing, an action down the ages. Then we use Chronological method. The topic sentence is written in the beginning. The supporting sentences give a history, with the oldest dates first.

# Chronological Method

- Example: Going to halls for watching movies has become redundant nowadays. In the 90's, people went to movie halls to watch movies only. Those were the times of television and VCRs. By the 2000s, people started having their personal computers. So, movies were watched in DVDs. Now, with the advent of android phone and 4G connectivity, people can watch movies right in their mobiles.

# Purpose: Spatial Method

- Describing objects in a place: When we must give exact description of a place, so that people have clear idea of where things are kept, we use Spatial method of paragraph writing. The Topic sentence comes at the beginning, telling the name of the place. The supporting sentences give details of things positioned in that place.



# Spatial Method

- Example: KIET is located on the Delhi Meerut express highway. On entering the gate, you will find a road that leads to two opposite sides. Follow the left-hand side, and you will come across KIET-Reception that again leads to two sides. Follow the right-hand side road, you will come across the Canteen, and the Engineering block. ....

# Purpose: Linear Method

- Step-by-Step description of a Process: Often, we must write description of a process in manuals. We must write every step, from starting point to the finish. Then, we use the Linear method. In the linear method, one line logically leads to the other.

# Linear method:

- Example: Uninstalling a program needs a few, simple steps. First, go to the Start Menu. Then, Go to the Control Panel. Next, click Uninstall a Program. Then, select the program you want to remove. Finally, click Uninstall at the top of the page.

# Purpose: Interrupted Method

- Narrating an experience in a dramatic way In chronological method, we found events narrated like a diary-entry. But often, in order to sound more dramatic and interesting, we break the strict chronology. We talk about present, and then go back to past, and then start talking about future. This is called Interrupted method. They show the interrupted way of our thoughts.

# Interrupted Method

- Example: I am a fan of movies of superheroes. From Baahubali to Spiderman, I love them all. When I was a child, I had a huge obsession for Shaktiman. I even tried jumping off a terrace but was luckily saved. Now, I just use jackets and T-Shirts to show my obsession. Someday, I dream of creating a superhero series on TV myself.

# Methods of Paragraph Writing

- Deductive: for facts Inductive: For inferences
- Chronological: for development down the ages
- Spatial: for directions and locations
- Linear: for processes
- Interrupted: for dramatic narration
- Exposition: for exact Information

# Listening skills



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# *LISTENING SKILLS*

- Listening is the ability to accurately receive and interpret messages in the communication process
- A good listener not only pays attention to words, but also focuses on the intent of each word
- Without the ability to listen effectively, messages are easily misunderstood
- Effective listening is a skill that underpins all positive human relationships



# Defining Hearing vs. Listening

- Hearing is an act of perceiving and receiving sound waves/vibrations through ear.
- Hearing just happens all the time – whether you like it or not.
- Hearing is an involuntary act where one simply receives sound/vibrations.
- *Physiological---Subconscious level--  
----Concentration is not required.*
- Listening is an act of hearing a sound and understanding what is heard.
- Listening is a skill that lets the sound you hear go through your brain to process the meaning from words and sentences.
- Listening leads to learning.
- *Psychological-----Conscious level--  
----Concentration is required*

# TYPES OF LISTENING



# **ACTIVE & PASSIVE LISTENING**

**Active, focused**

**Pays attention**

**Asks questions**

**Keeps open mind**

**Assimilates  
information**



**Passive, laid back**

**Easily distracted**

**Asks no question**

**Has preconceptions**

**Disregards  
information**

# Appreciative Listening

- Core idea - When you listen for appreciation / listening for enjoyment.
- Appreciative listening is a type of listening behaviour where the listener seeks certain information which they will appreciate, and meet his/her needs and goals.
- Listening for pleasure and enjoyment as when we listen to music, to a comedy or to an entertaining speech.

# Empathetic Listening -

- Empathetic listening is paying attention to another person with empathy (*emotional identification, compassion, feeling, insight*).
- Listening to provide emotional support for the speaker as when a psychiatrist listens to a patient or when we lend a sympathetic ear to a friend.
- One basic principle is to “*seek to understand, before being understood*”.

# Critical Listening

- The ability to judge others through listening
- Where the listener may be trying to weigh up whether the speaker is credible whether the message been given by the speaker is logical or not whether they are manipulated by the speaker
- This type of listening that may adopt when faced with an offer or a sales pitch that requires a decision for us



**Barriers to Effective  
Listening**



## Environmental Barriers

The following, if encountered, can make us switch off from what is being said, to allow our minds to temporarily concentrate on our surroundings:

1. *The room too hot or too cold*



2. *The chair uncomfortable*



3. *The lighting too bright or too dim*



4. *Bad ventilation; stuffy/smoky atmosphere*



5. *Noise*



6. *Smells*

7. *Sights*





## Linguistic Barriers

Linguistic barriers derive from the speaker and make it difficult for them to be listened to. They can be summarized as follows :



1. Jargon or specialist language



2. Monotonous voice

3. Inappropriate tone



4. Hesitant manner



5. Badly organized material



6. Complex sentences

7. Complex vocabulary

8. Delivery too fast

9. Delivery too slow and ponderous

10. Delivery too loud

11. Delivery too quiet

## Psychological Barriers

Emotional states which are brought to the communication or result from it can come between what is being said and effective listening and understanding, for example :



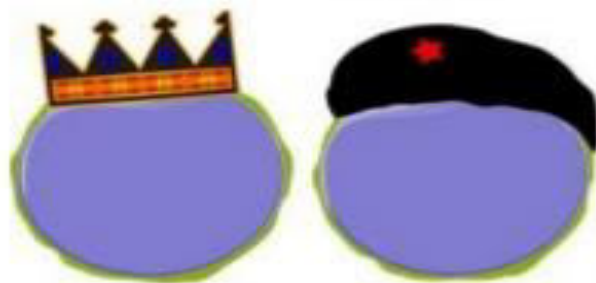
1. Anger



2. Own anxiety



3. Frustration, inability to put across ideas



4. Status difference



5. Prejudice

## Physiological Barriers

The physical condition of the listener can affect concentration and restrict the amount of information taken in, for example :



1. Headache

2. Hearing impairment



3. Tiredness



4. Discomfort, pain, illness



5. Poor eyesight

## **Tips for being a Good Listener**

- Give full attention
- Make sure your mind is focused
- Finish listening before you begin to speak
- Listen for main ideas
- Concentrate on what the speaker is saying
- Maintain eye contact
- Smile and nod appropriately
- Leave your emotions behind
- Reacted to ideas not to the person
- Avoid hasty judgements



Thank you



# Reading style



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# Definition

- Reading comprehension is *the ability to read a sentence and understand its meaning*. It is the ability to look at written words and process the meaning or ideas behind them.
- **Reading comprehension isn't just understanding a single word or its meaning—**  
**It is the ability to recognize words, sentences, and paragraphs and make sense of the overall meaning.**

# **Problems that cause slow reading:**

- **Lack of interest**
- **Daydreaming**
- **Weak memory**
- **Weak at writing skills**
- **Poor vocabulary**
- **Worrying about other problems**
- **Can't remember what is read**
- **Poor concentration**



# Types / Techniques of Reading Comprehension

- Skimming / Speed Reading
- Scanning
- Churning
- Assimilation

# 1. Skimming

- ❑ Skimming is used to quickly identify the main ideas of a text
- ❑ Skimming is used to quickly gather the most important information or ‘gist’
- ❑ It's not essential to understand each word when you are skimming
- ❑ When you read to preview the text in detail, you're probably not reading it word-by-word

❑ The technique you use when you're going through a newspaper or magazine: you read quickly to get the **main points** and skip over the detail.

❑ Skimming is a process of speed reading that involves visually searching the sentences of a page for clues to meaning.

❑ Reader might read the title, subtitles, subheading, and illustrations.

## 2. Scanning

- After having skimmed the text, reader can study it **in more detail, reading more slowly and carefully**, looking for **specific information** that the reader is interested in is known as Scanning.
- *In other words -- Look at all parts of the text carefully in order to detect some feature or some specific words and phrases.*

❑ **Scanning** is a technique you often use when looking up a word in the telephone book or dictionary or it can be like --- searching for key words or ideas.

### 3. Churning

- Churning in reading is *Ruminating, Pondering and Chewing the Cud process.*
- After you skim and scan the text quickly to get the core idea of the content, you need to **churn the ideas and words to get the gist of the text.**
- It is like **thinking over or stirring up** the ideas and words that the reader has read.

# **Significant components for churning**

- Interpretation
- Reading between the lines
- Inferring the lexical and contextual word
- Understanding the discourse coherence

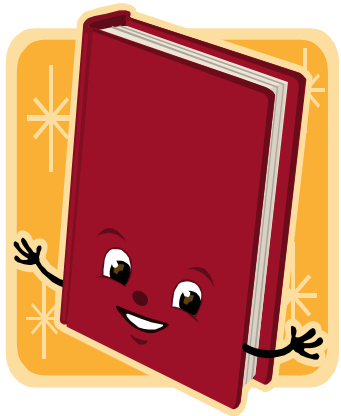
## 4. Assimilation

- It is the **End Process** of the skimming, scanning and churning process
- *Assimilation refers to taking in or comprehending the text so that you can answer any question based on the text*
- It includes the complete understanding of the structure of the text, structure of the paragraph, author's viewpoint and summarizing



# ❑ Tips for Improving Reading Ability

Take a book  
to lunch this  
week!



Show them we're a  
regular bunch this  
week!

- **Always Make Special Time to Read**
- **Read the Right Books**
- **Read a long portion of the text**
- **Focus on key issues in the text**
- **Jot down the points**
- **Circle unknown and unfamiliar words as you read**
- **Once You've Learned to Speed Up, Slow Down!**
- **After reading- Recall as much information as possible**
- **Answer questions about the material after reading**
- **Read Many Kinds of Texts/ variety of material**
- **Do not limit yourself to the textbooks only**

# Pronunciation & Tongue twisters

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twisters

Stress in English language

# Pronunciation

- “Pronunciation refers to the phonology of language or meaningful perception or production of the sound of the language and how they impact on the listener”
- Bad speech may lead to confusion, misunderstanding and unintelligibility
- Without learning correct pronunciation, other parts of English language like grammar, vocabulary became useless. In order to improve pronunciation, learners may need to build up unused muscles in their mouths and build the habit of making sounds correctly. Tongue twisters in which different sounds are repeated and contrasted can be used as one of the activities in pronunciation practice

# What are Tongue Twisters and its benefits

- Tongue twisters are a collection of words or phrases that are difficult to say correctly. They are also a great tool for language learners to practice their English pronunciation. These fun phrases can be difficult for even native speakers, with confusing alliteration and combinations of similar words. Practicing these challenging sentences out loud will help to get the hang of various sounds and get the pronunciation just right. Practicing tongue twisters allows people who are learning English to increase their speech skills. The faster a person can say the tongue twister without slipping up, the stronger their language skills become.

# • Practise

- A big black bug snoozed on a big black rug
- A pessimistic pest exists amidst us
- If two witches were watching two watches, which witch would watch which watch?
- A big bug bit a bold bald bear and the bold bald bear bled blood badly

- The sixth sick sheikh's sixth sheep's sick
- Can you can a canned can into an un-canned can like a canner  
can can a canned can into an un-canned can?
- When a doctor doctors a doctor, does the doctor doing the  
doctoring doctor as the doctor being doctored wants to be  
doctored or does the doctor doing the doctoring doctor as he  
wants to doctor?
- Betty Botter bought some butter, “but” she said, “this butter's  
bitter. If I bake this bitter butter, it would make my batter bitter.  
But a bit of better butter – that would make my batter better.”  
So, she bought a bit of butter, better than her bitter butter, and  
she baked it in her batter, and the batter was not bitter. So 'twas  
better Betty Botter bought a bit of better butter.

# Stress in English language

- In linguistics, and particularly phonology, stress is the relative emphasis or prominence given to a certain syllable in a word or to a certain word in a phrase or sentence. That emphasis is typically caused by such properties as increased loudness and vowel length, full articulation of the vowel, and changes in tone.
- Ex = address (noun) or address (verb)



*Thank  
You*