**ENGLISH DEVELOPING SKILLS**

Don’t do any grammar exercises.

Write own sentences. Make sentences in our own.

Write sentences on

1. Intimate Zone: Only you are there.

2. Family Zone: Parents, Siblings, Spouse

3. Social Zone: Friends and Relatives.

4. Professional Zone: your Juniors, Seniors, Boss, Secretary

5. Society Zone: Politicians, Film Stars, Sports persons, all the celebrities, every unknown persons whom you see on the road.

Go from 1st to 5th, start writing from you to social.

Try to write as many own sentences as possible about you. Your likes, dislikes, important people in your life, unforgettable incidents, memorable events, happiest moment, bad moments.

Tip1: - Do not use contractions.

Don’t - Do not; Can’t - Cannot; Shouldn’t - Should not; Couldn’t - Could not;

Wouldn’t - would not; isn’t - is not; haven’t - have not; hasn’t - has not.

Tip2:- Avoid using ‘There is / there are’ (write ideas clear and concise)

There are many issues that students face at university - Students face many issues at university

There are many development projects that the UN supports - The UN supports many development projects.

There is an exhibition at the hotel – The hotel is holding an exhibition

There are many problems in her class – Her class is facing problems

Tip3:- Do not use words ‘Really, Very, a lot, So (These weakens your writing. Sentence should be better and formal)

Many students think university is very hard - Many students think university is difficult.

Bill 399 is really controversial - Bill 399 is controversial.

A lot of the students – Many students

A lot of time wasted – Much time is wasted

Tip4:- Passive Voice vs Active Voice (If you are in the sciences it is O.K to use passive, do not use much passive. Write in Active voice. Most universities write in active voice).

Health care reforms were implemented by Obama – Obama implemented health care reforms.

The war was won by the French – The French won the war.

Tip5:- Use strong verbs

He gave assistance to my friend – He assisted my friend

Made an objection – Objected

Conducted an investigation – Investigated

Did an audit - audited

How to build a vocabulary?

1. Reading is the only way to build vocabulary. Reading text books, general books. We read words by reading books. We must know three important things about the word. A) Meaning: contextual use of a word B) Pronunciation C) Spelling

How to write down the words in a notebook?

Word: ­\_\_\_\_\_\_\_\_\_\_ (n/v/adj) while reading know how the word used like noun, pronoun etc.,

Meaning: \_\_\_\_\_\_\_\_\_\_\_ (in English) contextual meaning of the word. Guess the meaning of the word first, then open the dictionary, make it clear.

Pronunciation: \_\_\_\_\_\_\_\_\_ (Use digital dictionary)

Synonyms: \_\_\_\_\_\_\_\_\_\_\_\_\_ similar meaning words. Write as possible as synonyms

Antonyms: \_\_\_\_\_\_ opposite meaning of the word. Write as possible as antonyms.

Sentence: \_\_\_\_\_\_\_\_\_ word must be used in a proper sentence. Be regular reader to know the use of exact place the word used.