

Noida Institute of Engineering and Technology, Greater Noida

Writing Skills

Unit: 2 Topic-1

AASLO101- Professional Communication

B Tech 1st Semester



**Name of Teacher
Dr Mitul Sarkar
Department of
English**



- **Course Objective**
- **Course Outcome**
- **CO-PO and PSO Mapping**
- **Vocabulary Building** : Word formation; Root words, Prefixes & Suffixes, Synonyms
- Antonyms, Homophones, Abbreviations, One-word substitutes
- **Requisites of a Good Sentence**
- **Common errors** - Subject-Verb Agreement and Concord, Tenses, Articles, Preposition, Punctuation
- **Paragraph writing**
- **Basics of Letter & Email writing**- Notice & Memo writing

Students will be able to -

- apply their knowledge of vocabulary and grammar in framing correct and meaningful sentences.
- draft official messages clearly and concisely.

Course Objective

- The objective of the course is to ensure that the students can communicate effectively, in clear and correct English, in a style appropriate to the occasion.
- The course provides a foundation in the four basic skills LSRW (Listening, Speaking, Reading, Writing) of language learning, aligned to an International Business English Certification.

Course Outcome

Course Name: Professional Communication

CO1	Understand the basic objective of the course and Comprehend texts for professional reading tasks in preparation for an International Certification in Business English.
CO2	Write professionally in simple and correct English
CO3	Interpret listening tasks for better professional competence.
CO4	Recognize the elements of effective speaking with emphasis on applied phonetics.
CO5	Apply the skill of speaking at the workplace

Topic Mapping with Course Outcome

Topic	Topic Objective	Course Outcome
Word Formation	Students can tell how new words are formed and have also improved their vocabulary.	CO 2
Requisites of a Good Sentence	Students have learned the importance of writing clear and meaningful sentences.	CO 2
Common errors	Students can understand the basic rules of grammar and frame error free sentences.	CO 2
Paragraph writing	<p>Students can -</p> <ul style="list-style-type: none"> • write cohesive and correct sentences to develop one main idea in a paragraph. • recognize and arrange ideas in a conscious pattern in a paragraph. 	CO 2
Basics of Letter & Email writing	Students understand the basics of official communication and draft official messages correctly, clearly and concisely.	CO 2

CO-PO and PSO Mapping

Course Name: Professional Communication (AASL 0101)

CO	PO-1	PO-2	PO-3	PO-4	PO-5	PO-6	PO-7	PO-8	PO-9	PO-10	PO-11	PO-12
CO1	2	2	1	2	1	2	1	1	2	2	2	2
CO2	2	2	2	3	-	-	-	-	2	3	2	2
CO3	1	-	-	2	-	-	-	-	3	3	-	3
CO4	-	-	-	1	-	1	-	-	3	3	1	3
CO5	1	-	-	1	-	1	-	-	3	3	1	3
Mean	1.2	0.8	0.6	1.8	0.2	0.8	0.2	0.2	2.6	2.8	1.2	2.6

Prerequisite

- Basic knowledge of English
- Knowledge of Parts of speech
- Basic reading and writing skills in English

Recap

- Critical reading of texts through suggested list of books

Topic Mapping With Course Outcome (CO2)

- Students will learn the different ways to form new words and strengthen their vocabulary.

Methods of Word Formation

- Borrowing
- Affixation
- Compounding
- Back formation
- Blending
- Acronym
- Clipping
- Coinage

Borrowings or Loan Words

Process by which a word from one language is adapted for use in another

For example: **igloo, bungalow, mansion, ballet, opera, salsa, pizza.**

[English has words from 350 other languages of the world and their linguistic contribution make up 80% of the words in English]

Examples of Loan Words in English

<u>Latin</u>	<u>French</u>	<u>Hindi</u>	<u>Italian</u>
Exit	Nature	Dungarees	pizza
Dictator	Restaurant	Shampoo	volcano
Alias	Cabinet	Bungalow	traffic
Maximum	Café	Jungle	Solo
Monitor	Chef	Chutney	Studio
Campus	Cheque	Curry	Piano
Investigator	Justice	Loot	Opera
Virus	Bureau	Pukka	Stiletto
Museum	Artist	Bangle	Confetti

Morpheme: *A short segment of language*

Brotherhood, enlightenment, loveable, beloved

- It is a word or a part of word that has meaning
- It cannot be divided into smaller meaningful parts without violation of its meaning or without meaningless remainders
- It recurs in differing verbal environments with a relatively stable meaning

The process of word formation consists of a combination of morphemes that are rule-governed (a new word is formed)

AFFIXATION

- Process of forming words by adding affixes to morphemes
- The part of the word to which the prefix and suffix are added is also called root word
 - Sing + **er** = singer
- English uses prefixes and suffixes
 - **Un** + real = unreal

Prefixes

- A prefix is placed before a word. There are many of them in English: such as in, un, fore, re, dis etc
- A prefix usually changes the lexical meaning of a word and only rarely parts of speech
e. g. *write* – **re**write, *smoker* – **non**-smoker
- Prefixes are sometimes used to form new verb
e.g. *circle* – **en**circle, *large* – **en**large etc.

Prefixes: Examples

un unable, unfair,
unpack

dis-: disagreeable,
dislike

a-: amoral, atypical

in-: informal,
inexperience

im-: (before b, m, p)
impossible, immoral

il-: (before l) illegal,
illogical

ir-: (before r) irregular,
irrational

non-: non-smoker,
non-scientific

de-: decode, defrost,
devalue

re-: reread, rebuild,
reunited

en-/em-: enrich,
enlarge, embitter

Suffixes: Noun-forming suffixes

A suffix is placed after a word e.g. ly, able etc

-or: actor, visitor,
director

-er/er: speaker,
engineer, opener

-ist: scientist, satirist,
journalist

-ess: hostess,
stewardess, actress

-ty/ity: cruelty, purity,
stupidity

-ance/ence: appearance,
preference

-hood: likelihood,
brotherhood,
neighbourhood

-ing: reading, opening,
beginning

-on/sion/tion/ation :
operation, permission,
description

-ness: kindness,
goodness, willingness

Adjective-forming suffixes

-able/ible: comfortable,
fashionable, sensible

-ic/atic: atomic, heroic,
systematic

-ful: beautiful, helpful,
careful

-y: bloody, dirty, sunny

-less: useless, homeless,
careless

-al/ial/tial: personal,
influential, preferential

-ive/ative/itive: active,
creative, sensitive

-ant/ent: pleasant,
different, excellent

-en: wooden, golden,
woollen

-like: childlike, shell-like

-ing: amusing, interesting,
charming

-ous: dangerous, famous,
mysterious

-ish: bookish, childish,
foolish

-ly: friendly, lovely, manly

COMPOUNDING

- Process that forms new words from two or more independent words
- Newly formed words contain hyphens
- Examples of words formed by the compounding process:
 - **Black** + **board** = Blackboard
 - **Text** + **book** = textbook

REDUPLICATION

- Doubling an entire word (total reduplication) or part of a word (partial reduplication)
- English makes use of reduplication very sporadically

Total reduplication is extremely rare!

→ partial reduplication

hocus pocus

humpty dumpty

→ Total reduplication

knock knock

Back-formation

- Removing what looks like a typical affix in the language.
- A noun enters the language first and then a verb is “back-formed” from it.

*e.g., **edit**, **enthuse** and **donate***

Other examples:

- a) **diagnosis** from **diagnose**
- b) **burgle** from **burglar**
- c) **Televise** from **Television**
- d) **Edit** from **editor**

- Shortening parts of a longer word

e.g., fax from facsimile, gym from gymnasium, and lab from laboratory.

BLENDING

- Combining the parts of two different words
 - Usually the beginning of one word and the end of another.
-
- Motor + hotel = motel
 - Camera + recorder = camcorder
 - Information + entertainment = Infotainment
 - Smoke + Fog= Smog

Daily Quiz

- The process by which a word from one language is adapted for use in another is called_____.
- _____ is a short segment of language.
- The process of forming words by adding affixes to root word is_____.

Daily Quiz: Answers

1. Borrowing
2. Morpheme
3. Affixation

- Which word is an example of compounding from the following words-
 - a. Loot
 - b. Motel
 - c. Blackboard
 - d. Gym
- Which word is an example of Blending from the following words-
 - a. Facsimile
 - b. Camcorder
 - c. Hocus-pocus
 - d. Enlarge

MCQ's Answers

- Blackboard
- Camcorder

Noun to Adjective

- India
- Beauty
- Child
- Accident
- Harm
- Friend
- Virtue

Adjective to Noun

- Able
- Happy
- Brave

Noun to Verb

- Length
- Category
- Example

Weekly Assignment: Answers

Noun to Adjective

- Indian
- Beautiful
- Childish
- Accidental
- Harm
- Friendly
- Virtuous

Adjective to Noun

- Ability
- Happiness
- Bravery

Noun to Verb

- Lengthen
- Categorize
- Exemplify

Topic Objective (CO 2)

Students can tell how new words are formed and are able to improve their vocabulary.

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Writing Skills

**Unit: 2, Topic 1
cont...**

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Prerequisite & Recap

Prerequisite

- Basic knowledge of English
- Knowledge of Parts of speech
- Basic reading and writing skills in English

Recap

Word formation methods-

- Borrowing
- Affixation
- Compounding
- Back formation
- Blending

Topic Mapping With Course Outcome (CO2)

- Students will learn different ways to form new words and strengthen their vocabulary.

Abbreviations

- Words that are formed from the initials of several words.

ASAP: As Soon As Possible

CEO: Chief Executive Officer

WHO- World Health Organisation

CNG- Compressed Natural Gas

Acronym

An abbreviation formed from the initial letters of other words and pronounced as a word (e.g., NASA).

- **RADAR** (**R**adio **D**etection **A**nd **R**anging)
- **LASER** (**L**ight **A**mplification by the **S**timulated **E**mission of **R**adiation)
- **SCUBA** (**S**elf-**c**ontained **U**nderwater **B**reathing **A**pparatus)
- **UNICEF** (**U**nited **N**ations **I**nternational **C**hildren's **E**mergency **F**und)
- **UNESCO** (**U**nited **N**ations **E**ducational **S**cientific and **C**ultural **O**rganization)
- Is NOIDA an acronym?

Coinage (neologism)

- A completely new word
- Often invented by companies with new products or processes, or taken from names

Examples:

- xerox
- nylon
- fahrenheit – Gabriel Fahrenheit
- volt- Alessandro Volta

Synonyms

A synonym is a word that has the same or almost the same meaning as another word

For example: Late

Tardy

Expedite

Accelerate

Synonyms: Exercise

- | | |
|-------------|------------|
| • Anger | Busy |
| • Cultivate | Diminish |
| • Divine | Eradicate |
| • Fame | Haphazard |
| • Humble | Impediment |
| • Kudos | Neutral |
| • Hypocrisy | Terminate |
| • Unique | Endeavour |

- Anger – rage, fury
- Busy – occupied, engaged
- Cultivate –develop, show
- Diminish-lessen, decrease
- Divine – Godlike, holy
- Eradicate – eliminate, wipe out
- Fame – renowned, popular
- Haphazard- chaotic ,messy

Answers Continued.....

- Humble- polite, meek
- Impediment- obstacle, hindrance
- Kudos- appreciate
- Neutral-impartial
- Hypocrisy- two-faced, duplicity,
- Terminate-discontinue, break
- Unique-uncommon, matchless
- Endeavour- to try, effort

Antonyms

Words that are opposite in meaning are known as antonyms:

For example:

Giant

Dwarf

Accept

Reject

Write the Antonyms of the following words

- | | |
|--------------|------------|
| • Distress | Notorious |
| • Deposit | Smile |
| • Ample | Tedious |
| • Busy | Visionary |
| • Courageous | Wisdom |
| • Frank | Undervalue |
| • Objection | Unite |
| • Lament | Wrath |

Answers

- Distress - Comfort
 - Deposit - Withdraw
 - Ample - Meager
 - Busy - Idle
 - Courageous - Timid
 - Frank - Reserved
 - Objection - Acceptance
 - Lament - Rejoice
- Notorious – Famous
 - Smile - Frown
 - Tedious - Exciting
 - Visionary - Realist
 - Wisdom - Folly
 - Undervalue – Overrate
 - Unite - Separate
 - Wrath - Quiet

One word substitution

It simply means that **a sentence has to be replaced with a single word.**

- One who knows everything –
- One who is present everywhere –
- One who is powerful –
- One who loves mankind –
- One who is indifferent to pain and pleasure -
- One who is gifted with several talents –
- A medicine which counteracts poison –
- A book containing information on all the branches of knowledge

Answers

- One who knows everything – Omniscient
- One who is present everywhere – Omnipresent
- One who is powerful – Omnipotent
- One who loves mankind – Philanthropist
- One who is indifferent to pain and pleasure - Stoic
- One who is gifted with several talents – Versatile
- A medicine which counteracts poison – Antidote
- A book containing information on all the branches of knowledge - Encyclopedia

One word substitution

- Government which is impartial to all religions –
- Who does not take salary for their services-
- That which can be read –
- That which can be heard –
- A war of religion –
- A cure for all diseases –
- Life story of a person written by himself –
- Life story of a person written by someone else –
- One who lives at the same time -

- Secular
- Honorary
- legible
- Audible
- Crusade
- Panacea
- Autobiography
- Biography
- Contemporary

Homophones

Words that sound the same but are different in spellings and meanings

For example:

Pair, pare

Pain, pane

Urn, earn

Homonyms: Words having different meanings but same sound and spelling.

For example: tie, nail, ruler, sink

Homophones

- Hole , whole
- Meat , meet
- Principal , principle
- Waste, waist
- Wait , weight
- Weather , whether
- Real , reel
- Heel, heal
- Maid, made
- Pair, pare

Homophones

- Idle , ideal , idol
- Hale , hail
- Sole, soul
- Pain, pane
- Fair , fare
- Cereal, serial
- Dew , due
- Earn , urn
- Veil , vale
- Stair , stare

- Word Formation
 - <https://youtu.be/Vj640hLzANI>
- Affixation
 - <https://youtu.be/8sm1xxRZdDQ>
- Word Formation
 - <https://youtu.be/WWvzHiif7H0>
 - <https://youtu.be/YheSHxx0kpE>
- Synonyms
 - <https://youtu.be/9X06MQrqusE>

Daily Quiz

- Give synonyms of – Abhor, Melancholy
- Make sentences using the homonyms – Bank and Address to bring out the difference between them.
- Highlight the difference in the homophones by using them in a sentence of your own:
 - Fare, fair

Use Appropriate prefixes

- Mortal (im/di)
- Evitable (un/in)
- Sensitive (in/un)
- Stable (in/un)
- Possible (in/im)
- Theist (a/an)
- Passionate (im/dis)
- Service (dis/im)
- Logical (un/il)
- Limitable (il/dis)
- Rational (ir/dis)
- Relevant (ir/in)
- Forestation (un/de)
- Interpret (dis/mis)
- Represent (mis/de)

Use Appropriate prefixes

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- Relevant (ir/in)
- Forestation (un/de)
- Interpret(dis/mis)
- Represent (mis/de)

Weekly Assignment

Identify the word-formation process involved in the production of the following words.

- a) bookworm
- b) Chickenburger
- c) televise
- d) Edutainment
- e) nylon
- f) brunch
- g) UNICEF
- h) gas
- i) Pizza

Weekly Assignment -Answers

Identify the word-formation process involved in the production of the following words.

- a) Bookworm - Compounding
- b) Chickenburger- Compounding
- c) Televise - Back formation
- d) Edutainment - Blending
- e) Nylon - Coinage
- f) Brunch - Blending
- g) UNICEF - Acronym
- h) Gas - Clipping
- i) Pizza - Borrowing

Old Question Papers

- Give synonyms of – ‘cajole’, ‘candid’ ‘feign’ and ‘feeble’. **(2020-21,NIET)**
- Make sentences using the homophones – ‘beach’ and ‘beech’ to bring out difference between them. **(2020-21,NIET)**
- Highlight the difference in the homonyms by using them in sentence of your own: **(2020-21,NIET)**
 - Verse, Worse

Expected Questions for University Exam

Q 'A grammatically correct sentence might not always effectively convey the idea.' Justify the statement with an example.

Q Identify the pair of homophones from the following clue:

a) One word means permitted: the other means audible

Q Write two synonyms each for the following words:
congenial, terse, camouflage, constraint

Summary

- The verbal element placed at the beginning of the word is known as a prefix while the verbal element placed at the end of the word is called a suffix.
- There are several interesting ways by which new words are formed.
- A synonym is a word that has the same or almost the same meaning as another word

Topic Objective(CO 2)

Students can tell how new words are formed and are also able to improve their vocabulary.

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Writing Skills

Unit: 2 Topic- 2

AASLO101- Professional Communication

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Recap

- Word formation
- Antonyms
- Synonyms
- Homophones
- Abbreviations

Topic Mapping With Course Outcome (CO2)

- Students will be able to formulate effective sentences.

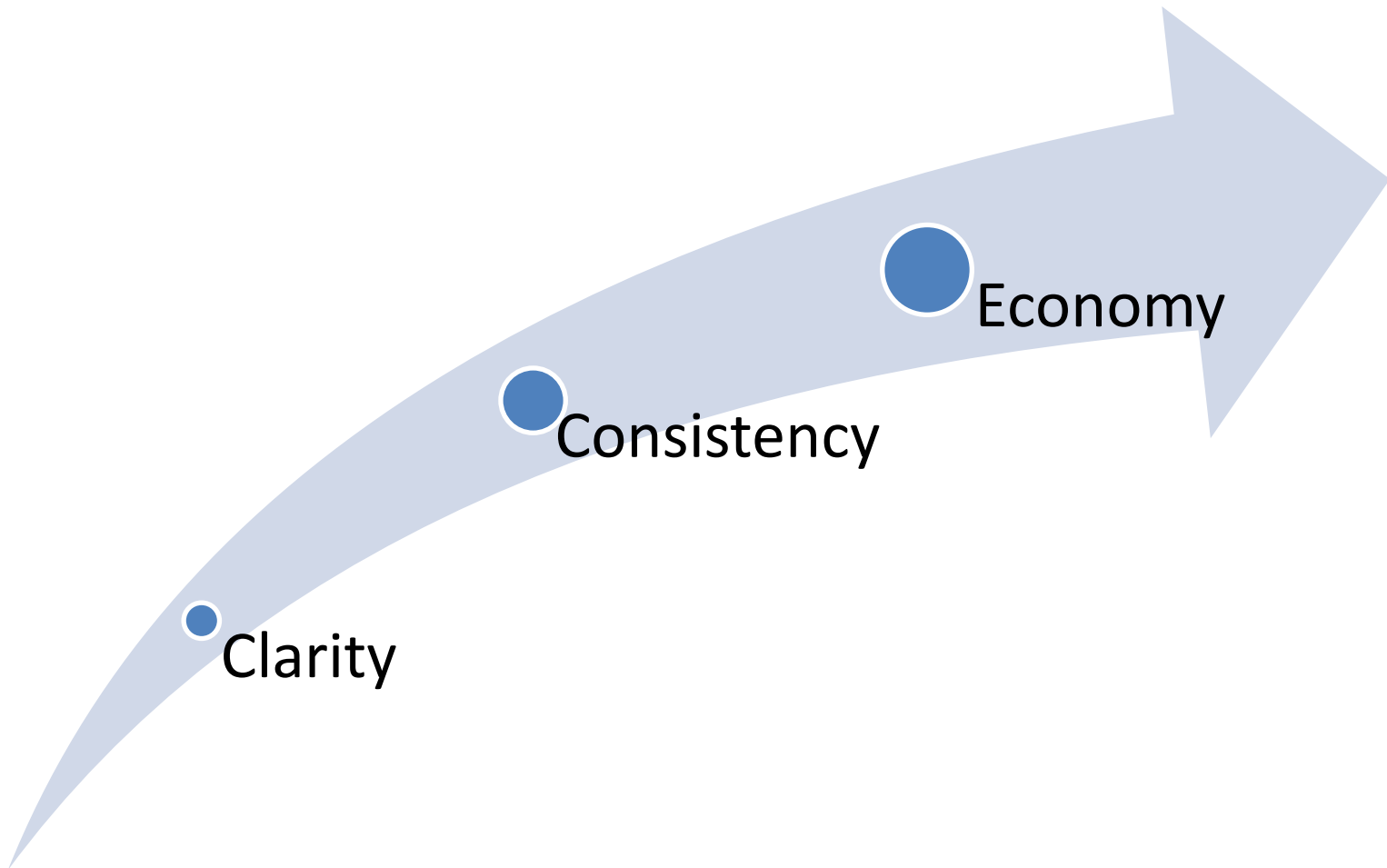
SENTENCE

- Basic unit of a language, comprising at least one independent verb with its subject.
- The most elementary form of a sentence is Noun +verb

Flowers grow.

Ram bought flowers.

Requisites of a good sentence



Salient Points of Sentence Construction

- Economy with words
 - Short Sentences
 - Break the sentence
 - Avoid needless repetition
- Consistency
 - Right Ordering of words
 - Active versus passive voice
 - Grammatical harmony
- Clarity
 - Avoid ambiguous sentences
 - Adequate Punctuation
 - Abstract Vs specific words
 - Avoid Jargons
 - Avoid Cliché

Economy with words

Short Sentences

- Long sentences are usually harder to understand than the short sentences.
- It is appropriate to use medium-length sentences for linking ideas.
- Although there is no rule regarding the length of the sentence, but most effective formal/business writing has an average length of twenty words per sentence or fewer.

Break the sentence

- Sentence should not be loaded with a lot of information
- To maintain clarity split sentence into two or three smaller sentences.
- It is, therefore, a writer's job to bring in the right mix of simple and complex sentences.

Avoid needless repetition

- Repetition of a word or idea unnecessarily lengthens the sentence, without adding to the meaning .
- Example
 - I was born in summer, the month of July
 - I was born in July, conveys the same meaning.

Consistency

Right ordering of words

In order to convey the exact meaning of what we wish to say, words must be placed in the right order.

- Short sentence carries more emphasis than long sentences.

Example: The report was completed in time. The completion took place in spite of difficulties.

Although we faced difficulties, the report was completed in time.

- A wrong positioning of words can change the meaning of the sentence completely or result in ambiguity.

Active versus passive voice

- Economy of words is one of the hallmarks of good writing and using active voice is one way to achieve economy.
- Passive voice can be used occasionally, especially when we want to avoid the use of personal pronouns.

Grammatical Harmony

- Tense consistency
- Subject - verb agreement
- Use of Articles
- Prepositions

Daily Quiz

- What are the salient points of sentence construction?
- Short sentences carry more _____ than long sentence.
- It is appropriate to use _____ length sentences for linking ideas.

- The most elementary form of a sentence is-
 - a. Noun + Adjective
 - b. Pronoun + Verb
 - c. Noun + Verb

- Long sentences are usually _____ to understand than short sentences.
 - a. Easier
 - b. Harder
 - c. Quicker

Weekly Assignment

- How does observing the requisites of sentence construction improve your writing? Explain.

Topic Objective (CO 2)

Students have learned the importance of writing clear and meaningful sentences.

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Writing Skills

Unit: 2 Topic-2 cont....

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Recap

- Salient points of sentence construction-
Economy with words
Consistency

Topic Mapping With Course Outcome (CO2)

- Students will be able to formulate effective sentences.

Salient Points of Sentence Construction

Clarity

Avoid Ambiguous Sentences

- Ambiguity is a hindrance to clarity.
- Faulty construction of sentences leads to ambiguity.
- Ambiguity arises due to misplaced modifier. Whether it is a word, a clause, or a phrase, it should be placed as close as possible to the word it modifies.

Examples of Ambiguous Sentences

- Wanted: A nurse for a baby about twenty years old.
- Did you ever hear the story about the blind carpenter who picked up his hammer and saw?
- I saw a man with the telescope.

Avoid Clichés

- Phrases that have been used so long and so often that they are dull for the reader or listener e.g.
 - blind as a bat
 - busy as a bee
 - a piece of cake
 - cool as a cucumber
 - cry over spilt milk
 - Last but not the least
 - Rome was not built in a day
 - All is fair in love and war

Avoid Jargons

- Words or expressions that are used by a particular profession or group of people, and are difficult for others to understand e.g.
 - Sports Jargons- rookie, huddle, hat-trick, etc.
 - Chat Jargons- ASAP, Lol, Msg, etc.
 - Computer Jargons- cache, CPU, cookie, crash, etc.

Abstract and Specific Words

Abstract words represent a state and fail to clarify the exactness of the situation.

Specific words enable readers to understand and analyze the information in the same spirit that it has been written in.

- majority # seventy percent
- Recently # last week
- a significant increase # fifty percent increase

- Sentence writing- Features and Requisites

<https://youtu.be/IAAnM5BxM1zA>

- Writing good sentences

<https://youtu.be/monKm7ITups>

Fill in the blanks:-

1. Words that give concrete information are known as _____ words.
2. Words that give vague information are known as _____ words.
3. Ambiguity is a hindrance to _____.
4. These are the three basic requisites of a good sentence: Clarity, Consistency, and _____ .

Fill in the blanks:-

1. Words that give concrete information are known as specific words.
2. Words that give vague information are known as abstract words.
3. Ambiguity is a hindrance to clarity.
4. These are the three basic requisites of a good sentence: Clarity, Consistency, and economy.

1. Reporters avoid clichés because they

- a. require too much originality, thought and time.
- b. have been used so often they have lost their impact.
- c. generally cannot be understood by readers and viewers.
- d. almost always shock or offend readers and viewers.

2. Jargon _____

- is an overused, empty expression that has no descriptive meaning anymore.
- is the specialized language of a particular profession, field, social, or cultural group.
- should be used outside a specific field or group.

MCQ's- Answers

Reporters avoid clichés because they

a. require too much originality, thought and time.

b. have been used so often they have lost their impact.

c. generally cannot be understood by readers and viewers.

d. almost always shock or offend readers and viewers.

2. *Jargon* _____

- is an overused, empty expression that has no descriptive meaning anymore.
- **is the specialized language of a particular profession, field, social, or cultural group.**
- should be used outside a specific field or group.

Weekly Assignment

- What are the requisites of a good sentence?
- What do you understand by redundancy? Explain with example.
- What are clichés? Give two examples.
- What are jargons? Should we use jargons in our writing?

Old Question Papers

- What are the requisites of a good sentence? How can we introduce variety in a sentence? Describe briefly. (2020-21,NIET)

Expected Questions for University Exam

- How can we achieve consistency in a sentence? Explain with examples.
- “Good sentences make our writing effective.” Explain the above statement in terms of clarity in writing.

Summary

- A sentence is a set of words that is complete in itself, typically containing a subject and predicate, conveying a statement, question, exclamation, or command, and consisting of a main clause and sometimes one or more subordinate clauses.
- There are three basic requisites of a good sentence:
Clarity, Consistency, and Economy

Topic Objective (CO2)

Students have learned the importance of writing clear and meaningful sentences.

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Writing Skills

Unit: 2 Topic- 3

AASLO101- Professional Communication

B Tech 1st Semester



Faculty Name

Department of English



Recap

- Requisites of a good sentence
 - Clarity
 - Consistency
 - Economy

Topic Mapping with Course Outcome(CO2)

Students will be able to recollect, understand and apply grammar rules essential for language accuracy.

Introduction

- As English is a second language, we Indians tend to make certain mistakes while speaking and writing English. To avoid these mistakes, we must revise basic English grammar.

ARTICLES

Exercise on Articles

1. We have ____ beautiful garden. The garden is full of roses.
2. Is fencing ____ popular sport in the world? No, it isn't.
3. I'd like ____ glass of orange juice please.
4. Can you give me ____ envelope, please?
5. Certainly. Oh! Where's ____ envelope?
6. Is there ____ post office near here?
7. They're at ____ cinema.
8. My brother is in ____ classroom.
9. Would you like ____ hamburger?
10. Selena has got ____ cat.

Answers

1. We have a beautiful garden. The garden is full of roses.
2. Is fencing a popular sport in the world? No, it isn't.
3. I'd like a glass of orange juice please.
4. Can you give me an envelope, please?
5. Certainly. Oh! Where's the envelope?
6. Is there a post office near here?
7. They're at the cinema.
8. My brother is in the classroom.
9. Would you like a hamburger?
10. Selena has got a cat.

- Articles are words that define a noun as specific or unspecific.
- English has two types of articles: definite and indefinite. Let's discuss them now in more detail.

Articles A, An and The

A or *an* (the indefinite article) is used with singular count nouns to express a general meaning. Use *a* or *an* when the thing you are referring to is not specific, and the reader does not know what you are referring to.

- I bought **a** book last night. (We don't know which book.)
- You should bring **an** umbrella. (It doesn't matter which umbrella you bring.)

Articles A, An and The

No article is used with plural count nouns and abstract nouns to express general meaning.

- **Movies** are my favorite way to relax.
- I think that **honesty** is important.

Articles A, An and The

The (the definite article) is used to express specific meaning with all three kinds of nouns—singular, plural, and uncountable. In this case, the reader knows what you are referring to in your writing.

- **The** assignment in history is interesting.
- **The** door was locked.
- **The** trains are often crowded at this time of day.
- He gave us **the** information that we needed.

PREPOSITIONS

Exercise

- 1. Don't make such a bother _____ which dress to wear.
- 2. The ship sank ____the bottom.
- 3. She spanked the boy _____ his back.
- 4. In olden days the poor had to depend ____ the parish's bounty.
- 5. He was punished _____ a boyish prank.
- 6. The typist botched the work and had to start _____.
- 7. The guest speaker turned ____ to be a deadly bore.
- 8. The policemen showed great bravery _____ the face of danger.
- 9. We were stunned _____the breadth of the mountain range.
- 10. Mosquitoes breed _____ stagnant water.

Answers

- 1. Don't make a such a bother over / about which dress to wear.
- 2. The ship sank to the bottom.
- 3. She spanked the boy on his back.
- 4. In olden days the poor had to depend on the parish's bounty.
- 5. He was punished for a boyish prank.
- 6. The typist botched the work and had to start over.
- 7. The guest speaker turned out to be a deadly bore.
- 8. The policemen showed great bravery in the face of danger.
- 9. We were stunned by the breadth of the mountain range.
- 10. Mosquitoes breed in stagnant water.

PREPOSITIONS

- A preposition is a word which shows the relation between a noun or a pronoun with some other word in a sentence

Examples

- Rina lives *in* Delhi
- Her mother is proud *of* her success

Kinds of Prepositions

- Prepositions of Time
- Prepositions of Place
- Prepositions of Movement

Prepositions of Time

Basic examples of time prepositions include *at*, *on*, *in*, *before* and *after*.

They are used to help indicate when something happened, happens or will happen.

For Example

- I was born **on** July 4th, 1982
- I was born **in** 1982
- I was born **at** exactly 2am
- I was born two minutes **before** my twin brother
- I was born **after** the Great War ended

Preposition : In

For years, months, seasons, centuries and times of day,
use the preposition ***in***:

- I first met John **in** 1987.
- It's always cold **in** January.
- Easter falls **in** spring each year.
- The Second World War occurred **in** the 20th century.
- We eat breakfast **in** the morning.

Preposition :on

For days, dates and specific holidays, use the preposition **on**

- We go to school **on** Mondays, but not **on** Sundays.
- Christmas is **on** December 25th
- Buy me a present **on** my birthday.

Preposition :At

For times, indicators of exception and festivals, use the preposition ***at***

- Families often argue **at** Christmas time.
- I work faster **at** night.
- Her shift finished **at** 7pm.

Prepositions of Place

The most common prepositions to indicate time – **on**, **at**, **in** – are also the most common prepositions to indicate position. However, the rules are a little clearer as place prepositions are a more rigid concept than time prepositions

- The cat is **on** the table.
- The dogs are **in** the kennel.
- We can meet **at** the crossroads.

Preposition :On

On is used when referring to something with a surface:

- The sculpture hangs **on** the wall.
- The images are **on** the page.
- The specials are **on** the menu, which is **on** the table.

Preposition :In

In is used when referring to something that is inside or within confined boundaries. This could be anything, even a country

- Jim is **in** France, visiting his aunt **in** the hospital.
- The whiskey is **in** the jar **in** the fridge.
- The girls play **in** the garden.

Preposition :At

At is used when referring to something at a specific point

- The boys are **at** the entrance of the movie theater.
- He stood **at** the bus stop **at** the corner of Water and High streets.
- We will meet **at** the airport.

Prepositions of Movement

- They describe how something, or someone moves from one place to another.
- The most used preposition of movement is *to*.
- They usually serve to highlight that there is movement towards a specific destination.

Examples

- He has gone on vacation **to** France.
- She went **to** the bowling alley every Friday last summer.
- I will go **to** bed when I am tired.
- They will go **to** the zoo if they finish their errands.

Preposition of movement

Up, over, down and *around* indicate directions of movement:

- Jack went **up** the hill.
- Jill came tumbling **down** after.
- We will travel **over** rough terrain on our way to Grandma's house.
- The horse runs **around** the track all morning.

Choose the correct article: a, an, the or x (no article)

- Are you coming to _____party next Saturday?
- I bought _____new TV set yesterday.
- I think _____ man over there is very ill. He can't stand on his feet.
- She was wearing _____ugly dress when she met him.
- I am crazy about reading _____history books.

Choose the correct article: a, an, the or x (no article)

- Are you coming to the party next Saturday?
- I bought a new TV set yesterday.
- I think the man over there is very ill. He can't stand on his feet.
- She was wearing an ugly dress when she met him.
- I am crazy about reading history books.

Fill in the correct preposition:

- Peter is playing tennis _____(on/in) Sunday.
- My brother's birthday is _____(on/at) the 5th of November.
- We are going to see my parents _____(on/at) this weekend.
- I prefer tea _____(than/over) coffee.
- He is senior _____(than/to) me.

Fill in the correct preposition:

- Peter is playing tennis _____(on/in) Sunday.
- My brother's birthday is _____(on/at) the 5th of November.
- We are going to see my parents _____(on/at)this weekend.
- I prefer tea _____(than/over) coffee.
- He is senior _____(than/to)me.

Weekly Assignment

Make two sentences each using the preposition of:

- Time
- Place
- Movement

Topic Objective (CO2)

Students can understand the basic rules of grammar and frame error free sentences.

Noida Institute of Engineering and Technology, Greater Noida

Writing Skills

**Unit: 2 Topic-3
cont..**

**AASLO101- Professional
Communication**

B Tech 1st Semester



**Faculty Name
Dr Mitul Sarkar
Department of English**



Recap

- Articles
- Prepositions(Time, Place, Movement)

Topic Mapping with Course Outcome(CO2)

Students will be able to recollect, understand and apply grammar rules essential for language accuracy.

Punctuation

Punctuation is used to create **sense, clarity and stress in sentences**. We use punctuation marks to structure and organize our writing. Read this paragraph without punctuation

perhaps you dont always need to use commas periods colons etc to make sentences clear when i am in a hurry tired cold lazy or angry i sometimes leave out punctuation marks grammar is stupid i can write without it and dont need it my uncle Harry once said he was not very clever and i never understood a word he wrote to me i think ill learn some punctuation not too much enough to write to Uncle Harry he needs some help

Punctuation Marks

Let's understand the importance of punctuation with the following example.

A misplaced comma can entirely change the meaning of a sentence.

1. Go slow, work in progress.

Go, slow work in progress.

2. Woman without her man, is nothing.

Woman without her, man is nothing.

Punctuation Marks

There are 14 punctuation marks that are commonly used in English grammar. They are the

- period (.)
- question mark (?)
- exclamation mark(!)
- comma (,)
- semicolon (;)
- Colon(:)
- dash(-)
- hyphen(-)
- parentheses()
- brackets[]
- braces(...)
- apostrophe(')
- quotation marks(" ")
- Slash(/)

Punctuation Marks

Punctuation Marks

Punctuation Mark	Mark	Definition
apostrophe	'	An apostrophe is used as a substitute for a missing letter or letters in a word (as in the contraction cannot = can't), to show the possessive case (Jane's room), and in the plural of letters, some numbers and abbreviations. Note: groups of years no longer require an apostrophe (for example, the 1950s or the 90s).
colon	:	A colon is used before a list or quote. A colon is used to separate hours and minutes. A colon is used to separate elements of a mathematical ratio.
comma	,	A comma is used to separate phrases or items in a list.
dash	—	A dash is used to separate parts of a sentence.
ellipsis	...	An ellipsis (three dots) indicates that part of the text has been intentionally been left out.
exclamation point	!	An exclamation point is used to show excitement or emphasis.
hyphen	-	A hyphen is used between parts of a compound word or name. It is also used to split a word by syllables to fit on a line of text.
parentheses	()	Parentheses are curved lines used to separate explanations or qualifying statements within a sentence (each one of the curved lines is called a parenthesis). The part in the parentheses is called a parenthetical remark.
period	.	A period is used to note the end of a declarative sentence.
question mark	?	A question mark is used at the end of a question.
quotation mark	" "	Quotation marks are used at the beginning and end of a phrase to show that it is being written exactly as it was originally said or written.
semicolon	;	A semicolon separates two independent clauses in a compound sentence. A semicolon is also used to separate items in a series (where commas are already in use)

CONCORD

Subject-Verb Agreement

Exercise

1. Annie and her brothers (is, are) at school.
2. Either my mother or my father (is, are) coming to the meeting.
3. The dog or the cats (is, are) outside.
4. Either my shoes or your coat (is, are) always on the floor.
5. George and Tamara (doesn't, don't) want to see that movie.
6. Benito (doesn't, don't) know the answer.
7. One of my sisters (is, are) going on a trip to France.
8. The man with all the birds (live, lives) on my street.
9. The movie, including all the previews, (take, takes) about two hours to watch.
10. The players, as well as the captain, (want, wants) to win.

Exercise

1. Annie and her brothers **are** at school.
2. Either my mother or my father **is** coming to the meeting.
3. The dog or the cats **are** outside.
4. Either my shoes or your coat **is** always on the floor.
5. George and Tamara **don't** want to see that movie.
6. Benito **doesn't** know the answer.
7. One of my sisters **is** going on a trip to France.
8. The man with all the birds **lives** on my street.
9. The movie, including all the previews, **takes** about two hours to watch.
10. The players, as well as the captain, **want** to win.

Subject –Verb Agreement

A sentence is made up of two parts:

SUBJECT: What or whom the sentence is about

PREDICATE: The part which tells about the subject. It has two parts.

Verb: What the subject did or is

The Rest: Everything else in the sentence

Subject –Verb Agreement

Subjects and verbs must agree in the following way:

SINGULAR subjects require **SINGULAR** verbs.

PLURAL subjects require **PLURAL** verbs.

Examples

Rachel **understands** the process very well.

The students **understand** the process very well.

Jared **calls** his manager every day.

The employees **call** their manager every day.

RULE No. 1

Some subjects always take a singular verb even though the meaning may seem plural.

These subjects always take singular verbs:

each	someone
either	anyone
Neither	nobody
one	somebody
no one	anybody
everyone	everybody

Rule No. 2

The following words may be singular or plural, depending upon their use in a sentence, some, any, all, most.

Most of the news is good. (singular)

Most of the flowers were yellow. (plural)

All of the pizza was gone. (singular)

All of the children were late. (plural)

Rule No. 3

Subjects joined by 'AND' are plural. Subjects joined by 'Or' or 'Nor' take a verb that agrees with the last subject.

Bob and George are leaving.

Neither Bob nor George is leaving.

Neither Bob nor his friends are leaving.

Rule No. 4

There and here are never subjects. In sentences that begin with these words, the subject is usually found later in the sentence.

There were five books on the shelf. (were, agrees with the subject book)

Here is the report you wanted. (Is agrees with subject report)

Rule No.5

Collective nouns may be singular or plural, depending on their use in the sentence.

A collective noun is a noun used to name a whole group. Following are some common examples:

Army	Crowd	Orchestra
Audience	Flock	Public
Class	Group	Swarm
Club	Herd	Team
Committee	Jury	Troop
United States		

The orchestra is playing a hit song. (Orchestra is considered as one unit—singular.)

The orchestra were asked to give their musical backgrounds. (Orchestra is considered as separate individuals—plural)

Rule No. 6

Expressions of time, money, measurement, and weight are usually singular when the amount is considered one unit.

Five dollars is (not are) too much to ask.

Ten days is (not are) not nearly enough time.

Occasionally, however these terms are used in the plural sense, for example:

There were thirty minutes to countdown.

Rule No. 7

Some nouns, while plural in form, are singular in meaning.
Mathematics is (not are) an easy subject for some people.
Physics is (not are) taught by Prof, Baldwin.

Economics

Statistics

News

Social studies

Measles

Acrobatics

Civics

Calisthenics

Aesthetics

Physics

Gymnastics

Thesis

Mathematics

Phonics

TENSES

TENSES

Exercise

1. When I opened my eyes, I ____ (see) a strange sight.
2. Every morning she ____ (wake) up early and gets ready for work.
3. If I knew what he wanted, I _____ (**not permit**) this.
4. I _____ (**not heard**) anything from her in a long time.
5. The headmaster ____ (want) to talk to you.
6. Jane _____ (**live**) with her parents.
7. We _____ (**visit**) Greece next month.
8. The moon _____ (**revolve**) around the earth.
9. She _____ (**write**) a novel.
10. All students _____ (**hand**) in their work.
11. I _____ (**teach**) English for twelve years.
12. The students _____ (**rehearse**) their dialogues.

Exercise: Answers

1. When I opened my eyes, I **saw** a strange sight.
2. Every morning she **wakes** up early and gets ready for work.
3. If I knew what he wanted, I **would not permit** this.
4. I **haven't heard** anything from her in a long time.
5. The headmaster **wants** to talk to you.
6. Jane **lives** with her parents.
7. We **are visiting** Greece next month.
8. The moon **revolves** around the earth.
9. She **has written** a novel.
10. All students **have handed** in their work.
11. I **have been teaching** English for twelve years.
12. The students **are rehearsing** their dialogues.

- **Tense deals with the different forms of a verb to indicate the time of action**
- **Past Tense**
 - Simple Past
 - Past Perfect
 - Past Continuous
 - Past Perfect continuous
- **Present Tense**
 - Simple present
 - Present Perfect
 - Present Continuous
- Present Perfect continuous
- **Future Tense**
 - Simple Future
 - Future Perfect
 - Future Continuous
 - Future Perfect continuous

Tenses

Group/Time	Present	Past	Future
Simple	verb / verb + s am/is/are	the second form (regular/irregular)	will + verb
Continuous	am/is/are + verb + ing	was/were + verb + ing	will be + verb + ing
Perfect	have/has + the third form	had + the third form	will have + the third form
Perfect Continuous	have/has been + verb + ing	had been + verb + ing	will have been + verb + ing

Simple Tenses

- Simple Present Tense
 - Does not show any completion of action
 - Expresses habitual action, universal truth
 - Example :Jerry plays tennis
- Simple Past Tense
 - To show an action that was done at sometime in the past
 - Example :Jerry played tennis yesterday
- Simple Future Tense
 - To show an action that will be done in the future
 - Example :Jerry will play tennis next weekend

Progressive Tenses

- Present Progressive Tense
 - Action is continuing at the present moment
 - Jennifer is walking to class
- Past Progressive Tense
 - Action that was continuing at a certain time in the past
 - Jennifer was walking to class
- Future Progressive Tense
 - Action that will continue at a certain time in the future
 - Jennifer will be walking to class

Perfect Tenses

- Present Perfect Tense
 - Is used to show completeness of an action
 - Steve has completed his work.
- Past Perfect Tense
 - Used to show an action that had been completed or perfected before another action took place in the past
 - Allan had not studied before he took the test.
- Future Perfect Tense
 - Indicates that certain action will have been completed before another action takes place.
 - By the next weekend, I will have seen the new movie six times.

Perfect Progressive Tenses

- Present Perfect Progressive Tense
 - Shows an action that is still continuing, though the part of the action has been completed to a certain degree
 - She has been waiting for a long time.
- Past Perfect Progressive Tense
 - Actions had been partly completed, but continued for a period of time
 - He had been sleeping for ten hours.
- Future Perfect Progressive Tense
 - Action is partly completed, but it will continue in the future
 - We will have been studying for a month.

Sentence Writing- Features and Requisites

<https://youtu.be/NcARmsFmVuU>

<https://youtu.be/DIVQhh6nKHw>

Other Links

https://youtu.be/_zhw3BUysUA

https://youtu.be/1cmF_VT_NV8

Some websites to practice

<http://grammar.ccc.commnet.edu>

<http://owl.english.purdue.edu>

<http://aliscot.com>

http://aliscot.com/bigdog/agreement_sv.htm

<http://vocabulary.com>

Fill in the right form of verb:

- Everybody when there is a crisis. (help)
- Somebody to speak to you. (want)
- Not only Julie but also Rita to visit grandma. (want)
- Not only Julie but also all the grandchildren to visit grandma. (want)
- Neither Miss Brown nor Jane on the blackboard. (want)
- Neither the teacher nor the students on the blackboard. (write)

Daily Quiz : Answers

Fill in the right form of verb:

- Everybody helps when there is a crisis.
- Somebody wants to speak to you.
- Not only Julie but also Rita wants to visit grandma.
- Not only Julie but also all the grandchildren want to visit grandma.
- Neither Miss Brown nor Jane writes on the blackboard.
- Neither the teacher nor the students write on the blackboard.

Choose the correct answer:

- **Some subjects that always take a singular verb even though the meaning may seem plural are**
 - a. Each
 - b. Someone
 - c. Either
 - d. All of these
- **Subjects joined by 'Or' or 'Nor' take a verb that agrees/take**
 - A. With the last subject.
 - B. With the first subject.
 - C. Take singular verb
 - D. Take plural verb
- **A misplaced comma can _____ the meaning of a sentence.**
 - a. Complete
 - b. Change
 - c. Add to

1. All of these
2. With the last subject
3. Change

Weekly Assignment

Identify the subject of the sentence by underlining it once. Then underline the correct verb for that subject.

1. Either the test or the papers (has, have) been misplaced.
2. Every man, woman, and child (wants, want) Clint Eastwood's autograph.
3. The employees who (offers, offer) the best suggestions will receive a week's paid trip to Hawaii.
4. Those individual sourdough pizzas, my dad's specialty and a Friday night favorite at our house, (is, are) not to be found at any fast-food restaurant.
5. Before the final number of the evening, some of the orchestra's retired members (was, were) asked to come to the stage and join in the orchestra's signature piece.
6. Please pass this memo on to the first person who (receives, receive) a prank phone call.
7. The executive committee (plans, plan) to call for the director's resignation within the week.
8. Somewhere in the office (is, are) the original and one clean copy of my report.

Weekly Assignment Answers

Identify the subject of the sentence by underlining it once. Then underline the correct verb for that subject.

1. Either the test or the papers (has, have) been misplaced.
2. Every man, woman, and child (wants, want) Clint Eastwood's autograph.
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7. The executive committee (plans, plan) to call for the director's resignation within the week.
8. Somewhere in the office (is, are) the original and one clean copy of my report.

Expected Questions for University Exam

Fill in the correct form of verbs given in the bracket:

1. Cotton _____(catch) fire easily.
2. Did you think you _____(see) me somewhere before?
3. She _____(be) unconscious since morning.
4. I will call you when she _____(come) back.

Fill in the correct preposition:

1. What is the time _____ your watch?
2. Please be comfortable and sit _____ the armchair.
3. He held his breath _____ seven minutes.
4. Is the flight _____ time?

Expected Questions for University Exam

Fill in the correct form of verbs given in the bracket:

1. Cotton catches fire easily.
2. Did you think you see me somewhere before?
3. She is unconscious since morning.
4. I will call you when she comes back.

Fill in the correct preposition:

1. What is the time by your watch?
2. Please be comfortable and sit in the armchair.
3. He held his breath for seven minutes.
4. Is the flight on time?

Summary

- Articles are words that define a noun as specific or un-specific. English has two types of articles: definite and indefinite.
- A preposition is a word which shows the relation between a noun or a pronoun with some other word in a sentence.
- To frame a sentence, there must be synchronization between subject and its verb.
- Tense deals with the different forms of a verb to indicate the time of action.

Topic Objective (CO2)

Students understand the basic rules of grammar and can frame error free sentences.

Noida Institute of Engineering and Technology, Greater Noida

Writing Skills

Unit: 2 Topic-4

AASLO101- Professional Communication

B Tech 1st Semester



Faculty Name
Dr Mitul Sarkar
Department of English



Recap

- Articles
- Preposition
- Punctuation
- Concord
- Tenses

Topic Mapping with Course Outcome (CO2)

Students will be able to write effective paragraphs through the use of various techniques and methods of paragraph writing.

Paragraph

- A paragraph, a distinct unit in prose writing, is a collection of related sentences dealing with a single topic. It is a self-contained unit of a discourse in writing. In other words, it is “a group of sentences or a single sentence that forms a unit”.
- A **paragraph** generally comprises two to eight or more sentences.

Requisites of a Paragraph

**Topic
Sentence-**
Main Idea

Unity-
singleness

Coherence-
relatedness

Emphasis-
prominence
or force

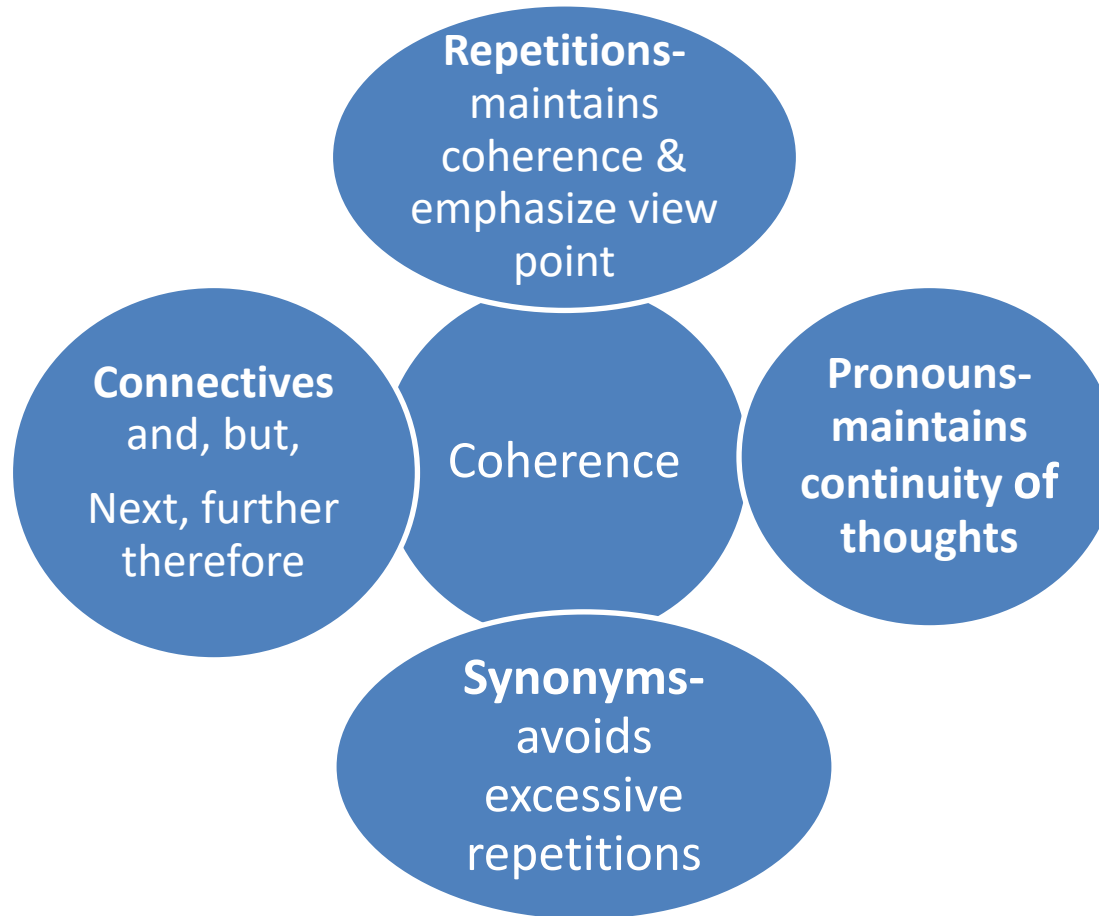
Topic Sentence

- Topic sentence expresses the main idea of a paragraph.
- This sentence is also known as *key* or *theme sentence*.

Unity

The entire paragraph should concern itself with a single focus. If it begins with one focus or major point of discussion, it should not end with another or wander within different ideas.

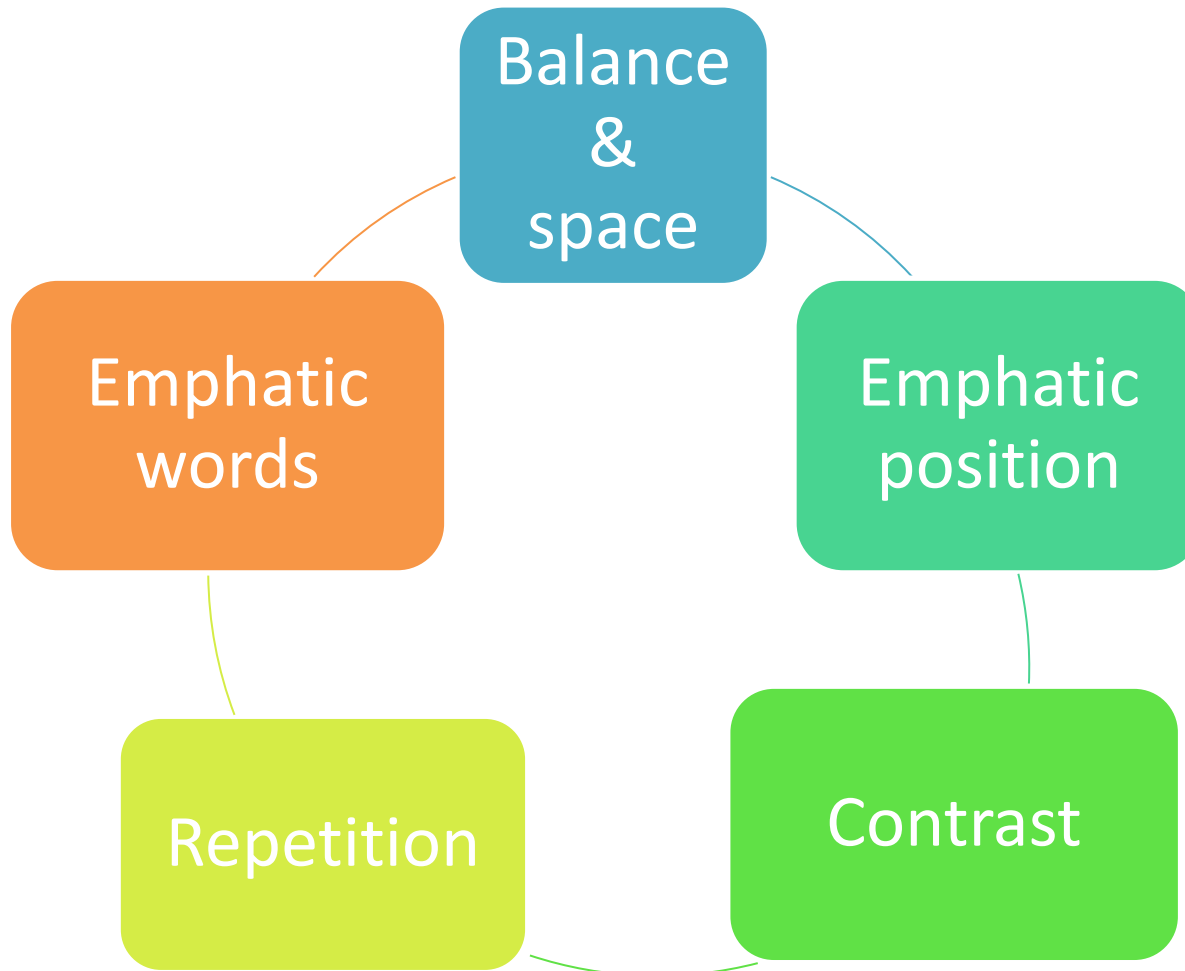
Coherence



Coherence

- It is the trait that makes the paragraph easily comprehensible to a reader. You can help create coherence in your paragraphs by creating logical bridges and verbal bridges. Thus, every sentence logically follows from the one preceding it. The significant tools of maintaining coherence in a paragraph are:
 - Pronoun
 - Repetition
 - Synonyms
 - connectives

Emphasis



- It refers to force or prominence which makes the important points stand out in the paragraph. It is essential for writers to use devices strategically to emphasize the main idea in the paragraph. The devices which help writers stress key idea in the paragraph are:
 - Balance & Space
 - Emphatic position
 - Repetition
 - Contrast
 - Emphatic words

Daily Quiz

- A paragraph deals with a _____ topic.
- You can help create coherence in your paragraphs by creating _____ and _____ bridges.
- _____ refers to force or prominence which makes the important points stand out in the paragraph.

- A paragraph is a _____ unit in prose writing.
 - a. Distinct
 - b. Indefinite
 - c. Dissimilar

- Topic sentence expresses the _____ idea of a paragraph.
 - a. Secondary
 - b. Main
 - c. Scattered

Weekly Assignment

- Elaborate how the use of repetition, synonyms , connectives and pronoun lend coherence to a paragraph.

Topic Objective (CO2)

Students can -

- write cohesive and correct sentences to develop one main idea in a paragraph.
- recognise and arrange ideas in a conscious pattern in a paragraph.

Noida Institute of Engineering and Technology, Greater Noida

Writing Skills

**Unit: 2 Topic-4
cont...**

**AASLO101- Professional
Communication**

B Tech 1st Semester



**Faculty Name
Dr Pooja Tyagi
Department of English**



Recap

- Paragraph writing
- Requisites of paragraph writing (Unity, Coherence, Emphasis)

Topic Mapping with Course Outcome (CO2)

Students will be able to write effective paragraphs through the use of various techniques and methods of paragraph writing.

Arrangement of ideas in a paragraph

Chronological

- Developing paragraph with respect to time
- This is a natural order of narration, in which one event leads to another

Spatial

- Developing paragraph with respect to space (area wise arrangement of matter)
- This order is useful when the author wants to write about the location of a place or the description of a particular object

Linear

- Step by step forward movement of matter
- This order is also used in narration, but with visible markers like Firstly..... Secondly..... and finally

Arrangement of ideas in a paragraph

Deductive

- Begins with topic sentence and goes on to record the supporting facts (DGP – General to particular)

Inductive

- Some details are known,
- Begins with supporting matter and concludes with topic Sentence (IPG- particular to general)

Types/ methods of paragraphs

Exposition

- It may also be known as explanatory or informative writing containing information and illustrations to support that information

Interrupted

- The topic sentence appears in the middle of the paragraph.
- It adds more emphasis to the idea

Inductive Method

- An inductive paragraph begins with either evidence or reasons leading to the statement of the Writer's claim at the end of the paragraph.
- Inductive paragraphs are therefore **'conclusion-oriented'**.
- The main conclusion is the most important part of the reasoning and usually comes at the end of a paragraph.
- The writer moves from specific/particular to general statement/idea

Deductive Method

- The author in a deductive paragraph provides his claim usually in the first sentence of the paragraph.
- The sentence containing the claim, which is the main point of the paragraph, is often referred to as the **‘topic sentence’**.
- The topic sentence is then developed in the rest of the paragraph with evidence and reasoning supporting the initial claim.
- The writer moves from generalized to particular/specific statement/idea.

- Paragraph structure

<https://youtu.be/zoBuQgefNZg>

- How to write a good paragraph

<https://youtu.be/L1J9ZPVydrC>

- How to write an effective paragraph

https://youtu.be/4trpJavR7_M

1. Inductive method proceeds from:
a. general statements to particular statements **b.** particular to general statements **c.** ambiguous to clear statements **d.** none of these
2. A sentence which contains the main theme to the paragraph is:
a. first sentence **b.** main sentence **c.** topic sentence **d.** chief sentence
3. Basic requirements of a good paragraph are:
a. emotion **b.** logic **c.** style **d.** unity, coherence & emphasis
4. Spatial method refers to:
a. planets **b.** space **c.** places **d.** time
5. Deductive order refers to:
a. particular to general statements **b.** general to particular statements
c. one particular to another **d.** general to general

1. Inductive method proceeds from:
 - a. general statements to particular statements
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1 Spatial method refers to:

a. planets b. space c. places d. time

2 Deductive order refers to:

a. particular to general statements b. general to particular statements

c. one particular to another d. general to general

3. _____ method refers to time:

a. Linear b. Exposition c. Deductive d. Chronological

1 Spatial method refers to:

a. planets b. space c. places d. time

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a. particular to general statements b. general to particular statements

c. one particular to another d. general to general

3. _____ method refers to time:

a. Linear b. Exposition c. Deductive d. Chronological

Weekly Assignment

- Write a paragraph using the deductive method on -
 - Importance of communication
 - or
 - Where there is a will there is a way

Old Question Papers

- Discuss in detail various techniques used in paragraph development. (2020-21, NIET)
- Differentiate between Deductive and inductive order. (2020-21, NIET)
- Describe the basic requirements of paragraph construction. (2020-21, NIET)
- What is 'Coherence' in a paragraph? (2020-21, NIET)

Expected Questions for University Exam

- Write a paragraph on 'Discipline in Life' using inductive order.
- Write a paragraph on 'Ending Violence against Women' using deductive order.

Summary

- It is a group of sentences that introduces, presents and develops one main idea about the topic.
- The **Topic Sentence**: It is normally the first sentence of the paragraph.
- **Requisites** of a Paragraph: The three basic requirements of a good paragraph are Unity, Coherence and Emphasis.
- An **inductive paragraph** begins with either evidence or reasons leading to the statement of the writer's claim at the end of the paragraph.
- The author in a **deductive** paragraph provides his claim usually in the first sentence of the paragraph.

Topic Objective (CO2)

Students can -

- write cohesive and correct sentences to develop one main idea in a paragraph.
- recognise and arrange ideas in a conscious pattern in a paragraph.

Noida Institute of Engineering and Technology, Greater Noida

Writing Skills

Unit: 2 Topic- 5

AASLO101- Professional Communication

B Tech 1st Semester



**Faculty Name
Dr Pooja Tyagi
Department of
English**



Recap

- Paragraph writing
- Requisites of writing paragraph
- Methods of writing paragraph

Topic Mapping with Course Outcome(CO2)

- Students will be able to write correct and effective emails/letters.

Letter/Email Writing



Need of Writing Letters

Professionals must know how to write a letter. Letter can be written for various reasons.

- To stay connected with customers, Branches, Suppliers, Investors etc
- Widen contacts
- Sharing information
- Authoritative proof
- Record and reference
- Building good-will
- Lasting impression

Principles (Features)

- Completeness
- Conciseness
- Clarity
- Correctness
- Concreteness
- Consideration
- Courtesy

Test your Knowledge

- Write a letter to the director of your institute asking for two days leave for participating in the technical fest at IIT(Delhi).

Parts of a Letter

- Letterhead: *ABC Pvt. Ltd. (Name Of the Organization)*
Plot 32, XYZ City (Address)
2 lines
- Dateline: 17 Sep 2020
2 lines
- Inside Address: Mr. Arun Sachdeva (Name)
IJK Enterprises (Organization)
1256 z Avenue (Address)
City, AB TOM 3T0
2 lines
- Subject Line Regarding..... Reason of writing
- Salutation Dear Mr. Arun Sachdeva
2 lines

- 2 blank lines

2 blank line

3 blank lines

- Name
- Designation
- Copy note
- Enclosure

- **Margins**

- 1" side margins
- 2" top margin or may be centered vertically with Center Page feature
- 1" bottom margin

Special Parts

- Reference Initials
- Attachments
- Enclosure notification

BLOCK FORMAT

Sub.:

Dear Mr. Sachdeva

In response to your advertisement on Internet, I am writing this letter to apply for full time
Engineering position in your firm.

In Dec 2010, I will complete my graduation in Electrical and Communication Engineering. My main interest is in customer products and very excited to enter this world. I want to bring my research and engineering skills to your firm.

The enclosed resume has details of my skills and course work along with my completed projects. If you want to know more about my qualifications, and me, please contact me through telephone or e-mail. I am available at all times.

Thank you for your consideration and time.

Yours sincerely

(Signature)

Vinayak

Enclosure Resume

Modified Block Format

Sub.:

Dear Mr. Sachdeva

In response to your advertisement on Internet, I am writing this letter to apply for full time
Engineering position in your firm.

In Dec 2010, I will complete my graduation in Electrical and Communication Engineering. My main interest is in customer products and very excited to enter this world. I want to bring my research and engineering skills to your firm.

The enclosed resume has details of my skills and course work along with my completed projects. If you want to know more about my qualifications, and me, please contact me through telephone or e-mail. I am available at all times.

Thank you for your consideration and time.

Yours sincerely
(Signature)
Vinayak

SEMI BLOCK FORMAT

Sub.:

Dear Mr. Sachdeva

In response to your advertisement on Internet, I am writing this letter to apply for full time Engineering position in your firm.

In Dec 2010, I will complete my graduation in Electrical and Communication Engineering. My main interest is in customer products and very excited to enter this world. I want to bring my research and engineering skills to your firm.

The enclosed resume has details of my skills and course work along with my completed projects. If you want to know more about my qualifications, and me, please contact me through telephone or e-mail. I am available at all times.

Thank you for your consideration and time.

Yours sincerely

(Signature)

Vinayak

Enclosure Resume

- Official emails are written in a well-defined pattern. The format for writing official emails is highlighted below.
- Formal Greeting
- Write the subject of your Email
- Introduce Yourself
- State the purpose
- Write the main message
- Conclude formally
- Sign off with your full name

Tips for writing a good email:

- Evaluate your purpose
- Craft an appropriate subject line
- Use clear messaging
- Practice good etiquettes
- Proofread

Business Email Sample

To: "Anna Jones" <annajones@buzzle.com>
Cc: All Staff
From: "James Brown"
Subject: Welcome to our Hive!

Dear Anna,

Welcome to our Hive!

It is a pleasure to welcome you to the team of _____. We are excited to have you join our team, and we hope that you will enjoy working with our company.

On the last Saturday of each month we hold a special staff party to welcome any new employees. Please be sure to come next week to meet all of our senior staff and any other new staff members who have joined _____ this month. You will receive an e-mail regarding the same with further details.

If you have any questions during your training period, please do not hesitate to contact me. You can reach me at my email address or on my office line at 000-0001.

Warm regards,
James

Jackie Brown, Manager, Staff
jamesbrown@abcd.com
Tel: 000-0001

Daily Quiz

- What is the difference between a block layout and a semi-block layout?
- What points shall one consider for writing a good email?

Choose the correct answer:

- **The format for writing official emails include**
 - a. **Sender's address**
 - b. **Receiver's address**
 - c. **Email id**

- **Consideration refers to :**
 - a. **You Attitude**
 - b. **Being polite**
 - c. **Both a and b**

- **The modified block format differs from block format in the _____ of some elements.**

Weekly Assignment

- Write an email to your colleague enquiring about the progress of the project in which you are collaborating with him.
- Write an e-mail to ‘The English Daily’ to request the sponsorship for the Debate Competition, to be held at your institute.

Topic Objective (CO2)

Students can understand the basics of letter writing, and draft professional emails/letters correctly, clearly and concisely.

Noida Institute of Engineering and Technology, Greater Noida

Writing Skills

Unit: 2 Topic-5 cont.....

**AASLO101- Professional
Communication**

B Tech 1st Semester



**Faculty Name
Dr Mitul Sarkar
Department of English**



Recap

- Letter writing
- Principles of written communication
- Email writing
- Letter formats

Topic Mapping with Course Outcome(CO2)

- Students will be able to write notices and memos correctly and consicely.

NOTICE WRITING

NOTICE WRITING

Notice Writing

- A notice is written in order to **inform people about an event or an activity**. It could be about a competition, an exhibition or inauguration to take place in near future. Or any other activity like an excursion, a meeting or a show.

Notice circulated for some kind of official/non-official meeting should definitely have:

- Date
- Time
- Venue
- Purpose
- Who must attend
- Specific instructions
- Contact person

Sample Notice

Issuing
Authority

Date

Body of notice
with details:

- Purpose
- Event
- Date/time
venue
- Details

Name and
designation
of person
issuing the
notice

JAWAHAR NAVODYA VIDYALAYA, VADODRA

1st Jan 20xx

NOTICE

CAREER | COUNSELING WORKSHOP

The word
NOTICE

Heading

The Students' Council of the school is organizing a **Career** *Event*

Counseling Workshop for students of Classes IX and X on
Saturday, 6th January between **9 am and 1 pm** in the **School**
Date *Time*

Auditorium. Renowned counselors from MS University will
Venue *Details*

address the students. Students interested in participating should
be seated in the Auditorium by 8.45 am.

Follow-up

Nakul Purohit
Head Boy

MEMORANDUM

Memorandum

Memorandum (Memo)

- Memorandum is a brief written communication circulated within an organization.
- Its purpose is to:
 - Communicate
 - Keep record

Memorandum (Memo)

- It can be written for giving
 - Information
 - Directions
 - instruction
 - Reminder
 - warning
 - request
 - Etc
- Its flow could be horizontal, vertical or diagonal.

Sample Memorandum



Company Logo

Tel no: 032-342-747

E-mail: afs@business.com

MEMORANDUM

To: The Manager
From: The CEO
Date: 21st December 2012
Subject: Strictly Confidential

To, From, Date, Subject
Should write here

Mr. A.K Malhotra, the HR head of our company has decided to resign from his post on 14th January 2012.

The company has seen a tremendous growth during his work tenure in spite of serious economic condition. No decision has been taken yet regarding his successor. An announcement is expected to come out at the end of this month.

Please sign to the confirm receipt.

Body

.....
.....
.....
.....
Signature (Can be optional)

<http://things-for-students.blogspot.com>

- How to Write a Professional Letter/Email to Someone

<https://youtu.be/W6NiSLlzyr0>

- How to write promotion letter

https://www.youtube.com/watch?v=QOgTntxfvnk&feature=emb_rel_pause

- How to write Memo

<https://youtu.be/B-4-rn9Waek>

State whether the statement is true or false:

- The basic business letter format is the same across a range of industries, with few variations for content and style. The letter should be left-aligned, single-spaced with a one-inch margin and a standard 11- or 12-point type size. **(T/F)**
- A well-formatted letter conveys an immediate sense of professionalism to the reader. **(T/F)**
- The abbreviation of Memorandum is _____.

Answers

- True
- True
- Memo

Choose the correct option:

1. Memos are

- Intra-departmental letters
- Inter-departmental letters
- Inter and Intra-departmental letters
- None of the above

2. Block format is always

- a. Left aligned
- b. Right aligned
- c. Both a & b
- d. Neither of a & b

Choose the correct option:

1. Memos are

- Intra-departmental letters
- Inter-departmental letters
- Inter and Intra-departmental letters
- None of the above

2. Block format is always

- a. Left aligned
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- c. Both a & b
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Weekly Assignment

Q. Which layout is the best layout? Using the same write a letter to-↓

Q. You are a sales-person of Honda Motors. Write a sales letter for a newly launched bike. Also mention a new offer introduced by the company.
(Invent necessary details).

Old Question Papers

- With reference to an advertisement in a newspaper write a letter to the sales manager of Hindustan Cable enquiring him about the price and terms of sales, etc. (2020-21, NIET)
- Write a letter of enquiry in block format. Invent necessary details. (2020-21, NIET)

Expected Questions for University Exam

- Discuss the structure of a business letter?
- Write a letter placing an order for stationery items.
- Write a memo requesting for a change in working hours of your division because of the extremely hot weather.

Summary

- Letters, emails, notices and memos are means of communication.
- Memos help in bridging the communication gap among the various sections of any organization.

Topic Objective (CO2)

Students understand the basics of office communication and can draft notice/memo correctly, clearly and concisely.

Thank You