

# Writing Skills

## Unit: 2

### Lecture 1 Word Formation

B Tech 1<sup>st</sup> Semester



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# Syllabus Unit 2

## UNIT-II

## Writing Skills 10 Hours

- Vocabulary building - word formation; root words, prefixes & suffixes; synonyms; antonyms; homophones; abbreviations; one-word substitutes
- Requisites of a good sentence - Consistency, clarity and economy
- Common errors - subject-verb agreement and concord, tenses, articles, preposition; punctuation
- Paragraph writing
- Basics of letter & email writing; notice & memo writing

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

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

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)

- 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

# Affixes

- Prefixes
- Suffixes
- In-Flix
  - Mother + Law - mother-in-law
  - Guarantee - I guaran-damn-tee

- Process that forms new words from two or more independent words
- Newly formed words contains hyphens
- Examples of words formed by the compounding process:
  - Black + board = Blackboard
  - Text + book = textbook
  - Milk+man = milk-man
  - Milk+van = milk-van
  - God-like

- 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

- 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. editing - **edit**, **enthuse** and  
donation - **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.*



- 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

# Writing Skills

## Unit: 2

### Lecture 2 Word Formation

B Tech 1<sup>st</sup> Semester



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- 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

USA - United States of America

# Acronym

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

- **RADAR** (Radio Detection And Ranging)
- **LASER** (Light Amplification by the Stimulated Emission of Radiation)
- **SCUBA** (Self-contained Underwater Breathing Apparatus)
- **UNICEF** ( United Nations International Children's Emergency Fund)
- **UNESCO** (United Nations Educational Scientific and Cultural Organization)
- Is NOIDA an acronym?

# Coinage (neologism)

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

**Examples:** xenocide, mentee, homicide, genocide  
**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
- Cultivate
- Divine
- Fame
- Humble
- Kudos
- Hypocrisy
- Unique

Busy  
Diminish  
Eradicate  
Haphazard  
Impediment  
Neutral  
Terminate  
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



- 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      |

- Distress - Comfort
  - Deposit - Withdraw
  - Ample - Meagre
  - 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 – omniscient
- One who is present everywhere – omnipresent
- 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 his/her services –
- That can be read –
- That can be heard –
- A war of religions –
- A cure for all diseases –
- Life story of a person written by himself –
- Life story of a person written by someone else –
- Those who live at the same time -
- Something that be eaten -
- Something that can be drunk - potable

- 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, pear

Pain, pane

urn, earn

Tier, tear

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

I am going to deposit money in the bank.

I saw you playing at the bank.

I know I can bank on you.

For example: right, tie, nail, ruler, sink, kite

# Homophones

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

# Homophones

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

- 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 sentence of your own:
  - Fare, fair

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

- a) bookworm - book+worm - compounding
- b) Chicken-burger - chicken+burger - compounding
- c) televise - televise - back-formation
- d) Edutainment - blending - edu+tainment
- e) nylon - coinage
- f) brunch - blending - br+unch
- g) UNICEF - acronym
- h) gas - gasoline - clipping
- i) Pizza - borrowing - (italian)

**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

## Noun to Adjective

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

## Adjective to Noun

- Able
- Happy
- Brave

## Noun to Verb

- Length
- Category
- Example

## Noun to Adjective

- Indian
- Beautiful
- Childish
- Accidental
- Harmful
- Friendly
- Virtuous

## Adjective to Noun

- Ability
- Happiness
- Bravery

## Noun to Verb

- Lengthen
- Categorise
- Exemplify



### 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)

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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

- The verbal elements placed at the beginning of the word are known as prefix while the verbal element placed at the end of the word is called 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

# Writing Skills

Unit: 2

Lecture 3  
Requisites of a good sentence

B Tech 1<sup>st</sup> Semester



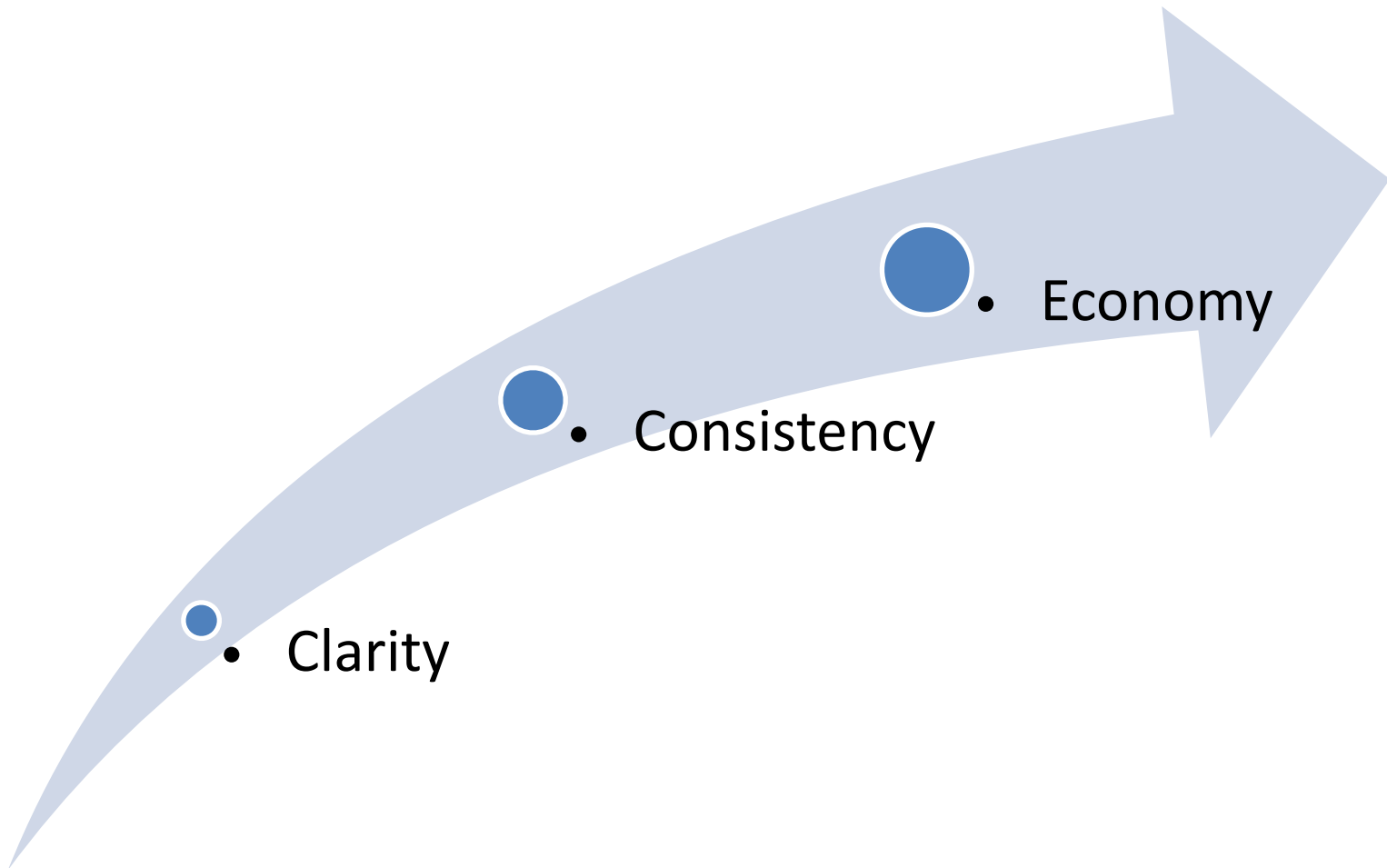
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- Basic unit of a language, comprising at least one independent verb with its subject
- The most elementary form of a sentence is Noun-verb

Flowers grow.

Ram bought flowers for Sita.

# 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, 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
- In case of very complex sentence, in order to maintain clarity, you may split the 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.
- ex. Dr Jacob is a good doctor. He is suffering from diabetes.
- Dr Jacob is a good doctor but he suffers from diabetes.
- Dr Jacob works in a hospital which is located in the heart of the city.

# Avoid needless repetition

- Repetition of a word or idea unnecessarily lengthens the sentence, without adding anything new to the meaning .
  - Example
    - I was born in summer, the month of July, on the 24th day of the month.
- I was born on 24th 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 sentences carry 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.

ex. He gave a stool to the beggar of four legs.

# 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.
  - Ex. I will visit Delhi next week.
  - Instead of...
  - Delhi will be visited by me next week.

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



# Writing Skills

Unit: 2

Lecture 4  
Requisites of a good sentence

B Tech 1<sup>st</sup> Semester



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## 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 went to the hospital, and they told me to go home and rest.

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

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

- majority # seventy percent
- Recently # last week - Monday, 24th Dec, 2020.
- a significant increase # fifty percent increase

- 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.
- The book is mine, which is on the table, is mine.
- The book which is on the table is mine.
- There are three basic requisites of a good sentence: **Clarity, Consistency, and Economy**



# Writing Skills

Unit: 2

Lecture 5  
Common Errors

B Tech 1<sup>st</sup> Semester



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- As English is a second language, we Indians tend to make certain mistakes while speaking and writing English. To avert 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?  
Certainly. Oh! Where's \_\_\_\_ envelope?
- 5. Is there \_\_\_\_ post office near here?
- 6. They're at \_\_\_\_ cinema.
- 7. My brother is in \_\_\_\_ classroom.
- 8. Would you like \_\_\_\_ hamburger?
- 9. 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?  
Certainly. Oh! Where's the envelope?
- 5. Is there a post office near here?
- 6. They're at the cinema.
- 7. My brother is in the classroom.
- 8. Would you like a hamburger?
- 9. 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.)
- I bought the history book last night.
- You should bring **an** umbrella. (It doesn't matter which umbrella you bring.)
- You should bring the umbrella which I gave you.

# Articles a, an and the

No article (a, an) is used with plural count nouns and (a, an, the) abstract nouns to express general meaning.

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



# 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 the day.
- He gave us **the** information that we needed.
- He gave us information.

# Prepositions

# Exercise

- Don't make such a bother \_\_\_\_\_ which dress to wear.
- The ship sank \_\_\_\_the bottom.
- In olden days the poor had to depend \_\_\_\_ the parish's bounty.
- He was punished \_\_\_\_ a boyish prank.
- The typist botched the work and had to start \_\_\_\_\_.
- The guest speaker turned \_\_\_\_ to be a deadly bore.
- The policemen showed great bravery \_\_\_\_ the face of danger.
- We were stunned \_\_\_\_the breadth of the mountain range.
- Mosquitoes breed \_\_\_\_ stagnant water.

# Answers

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

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

## EXAMPLE

- Rina lives *in* Delhi
- The pen is *in* my bag.
- 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 4<sup>th</sup>, 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



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 25<sup>th</sup>
- Buy me a present **on** my birthday

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

**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

**At** is used when referring to something at a specific point (time, location)

- The boys are **at** the entrance **at** 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 commonly used prepositions of movement are *to and from*
- Which usually serve to highlight that there is movement towards or from a specific destination



- 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
- He came back **from** Mumbai.
- My father returned **from** Singapore last week.

*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

# Writing Skills

Unit: 2

Lecture 6  
Common Errors Contd...

B Tech 1<sup>st</sup> Semester



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# 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

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**

<b>Punctuation Mark</b>	<b>Mark</b>	<b>Definition</b>
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.

# Answers

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.

**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

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.

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

One/Each of the books is on communication.

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)

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.

Either the employees or the employers have to apply for the leave.

Neither Bob nor his friends are leaving.

Neither the friends nor Bob is leaving.

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

Archipelago - collection of islands

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)

Audience are arriving for the concert.

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.

Ten days are left for the match.

2 kgs (weight) is not very heavy.

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

There were thirty minutes to countdown.

Some nouns, while plural in form, are actually 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-theses

Mathematics

Phonics

- Knowledge
- Equipment
- Furniture
- Luggage
- Information
  - Singular - singular verbs

# 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.

# Tenses 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.

# Tenses

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



# Simple Tenses

- Only statements
- No action takes place
  - He is a teacher. - is, am and are (you)
  - They were students. - was, were
  - His brother will be an engineer soon. - will, shall +be
  - I and we shall

# Indefinite Tenses

- Present Indefinite Tense
  - Does not show any completion of action
  - Expresses habitual action, universal truth
  - Sub.+verb I+(s/es)-singular third person+ other words
    - Example :Jerry plays tennis.
    - My fiends/you play tennis.
    - Sun rises in the east.
    - The earth revolves around the sun.
- Past Indefinite Tense
  - To show an action that was done at sometime in the past
  - Sub.+Verb II+other words
    - Example: Jerry played tennis yesterday.
    - Jared ate an apple last night.
- Future Indefinite Tense (assumption)
  - To show an action that will be done in the future
  - Sub.+will/shall+Verb I+other words
    - Example :Jerry will play tennis next weekend.
    - Shall is used with 'I' and 'We'

# Progressive/Continuous Tenses

- Present Progressive Tense
  - Action is continuing at the present moment
  - Sub.+is/am/are+Verb I + ing +other words (object, adjective, adverb...)
    - Jennifer is walking to class.
- Past Progressive Tense
  - Action that was continuing at a certain time in the past
  - Sub.+was/were+Verb I+ing+other words
    - Jennifer was walking to class yesterday/when I saw her...
- Future Progressive Tense
  - Action that will continue at a certain time in the future
  - Sub.+will/shall+be+Verb I+ing+other words
    - Jennifer will be walking to class tomorrow morning/at 10 AM tomorrow.

# Perfect Tenses

- Present Perfect Tense
  - Is used to show completeness of an action
  - Sub.+has/have (Plural/I/You)+Verb III+other words
    - Steve has completed his work.
    - Steve has finished his lunch.
- Past Perfect Tense
  - Used to show an action that had been completed or perfected (not) before another action took place in the past
  - Sub.+had+Verb III+other words
    - Allan had studied before he took the test.
    - My brother had not finished the pizza when I reached home.
    - He had completed his work before the train arrived.
- Future Perfect Tense
  - Indicates that certain action will have been completed before another action takes place.
  - Sub.+will/shall+have+Verb III+other words
    - By the next weekend, I will have seen the new movie six times.
    - His brother will have completed the homework when the teacher asks him.

# Perfect Progressive/Continuous 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
  - Sub.+has/have+been+Verb I+ing+other words
    - She has been waiting **for** a long time/**since** 2 PM.
    - I have been teaching English for 12 years/since 2008.
- Past Perfect Progressive Tense
  - Actions had been partly completed, but continued for a period of time
  - Sub.+had+been+Verb I+ing+other words
    - He had been sleeping for ten hours when his mother called him up.
- Future Perfect Progressive Tense
  - Action is partly completed, but it will continue in the future
  - Sub.+will/shall+have+been+Verb I+ing+other words
    - We will have been studying for a month by February 2021.

Fill in the right form of verb:

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

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 of 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 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 \_\_\_\_x\_\_\_\_ 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.

# 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

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8. Somewhere in the office (is, are) the original and one clean copy of my report.

Fill in the correct preposition:

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

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

1. Cotton \_\_catches\_\_(catch) fire easily.
2. Did you think you\_\_saw\_\_(see) me somewhere before?
3. She \_\_has been\_\_(be) unconscious since morning.
4. I will phone you when she \_comes\_\_(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?

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 phone 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



# Writing Skills

Unit: 2

Lecture 7  
Paragraph Writing/Formation

B Tech 1<sup>st</sup> Semester



Dr Yusuf Mehdi  
Associate Professor  
English

- Articles
- Preposition
- Punctuation
- Concord
- Tenses

# Objective of the Topic(CO2)

Students will be able to -

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

- A paragraph, a distinct unit in prose writing, is a collection of related sentences dealing with a single topic/idea/issue. 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 of two to eight or more sentences.

- Verse - rhythm and language we use in poems, songs
- Prose - language we use in essays
- Passage/Essay (many paragraphs) and Paragraph (one idea)
- One central idea - passage or essay (many supporting ideas)
- There may be many paragraphs in the passage or essay
- paragraphs- one idea in one paragraph
- 4 supporting ideas will be discussed in 4 separate paragraphs

# Requisites of a Paragraph

- **Topic Sentence-**
- Main Idea



- **Unity-**
- singleness



- **Coherence-**
- relatedness



- **Emphasis-**
- prominence or force

# Topic Sentence

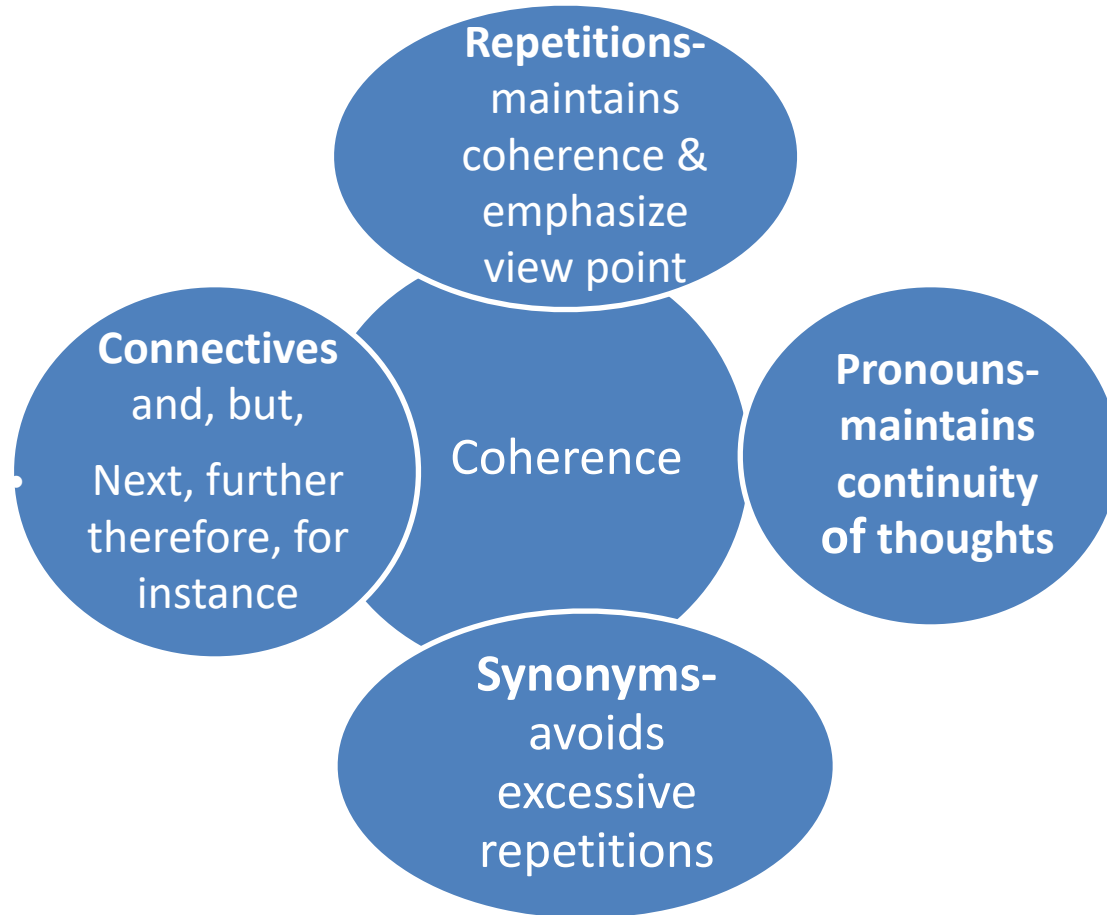
- Topic sentence expresses the main idea of a paragraph
- This sentence is also known as *key* or *theme sentence*

# 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.

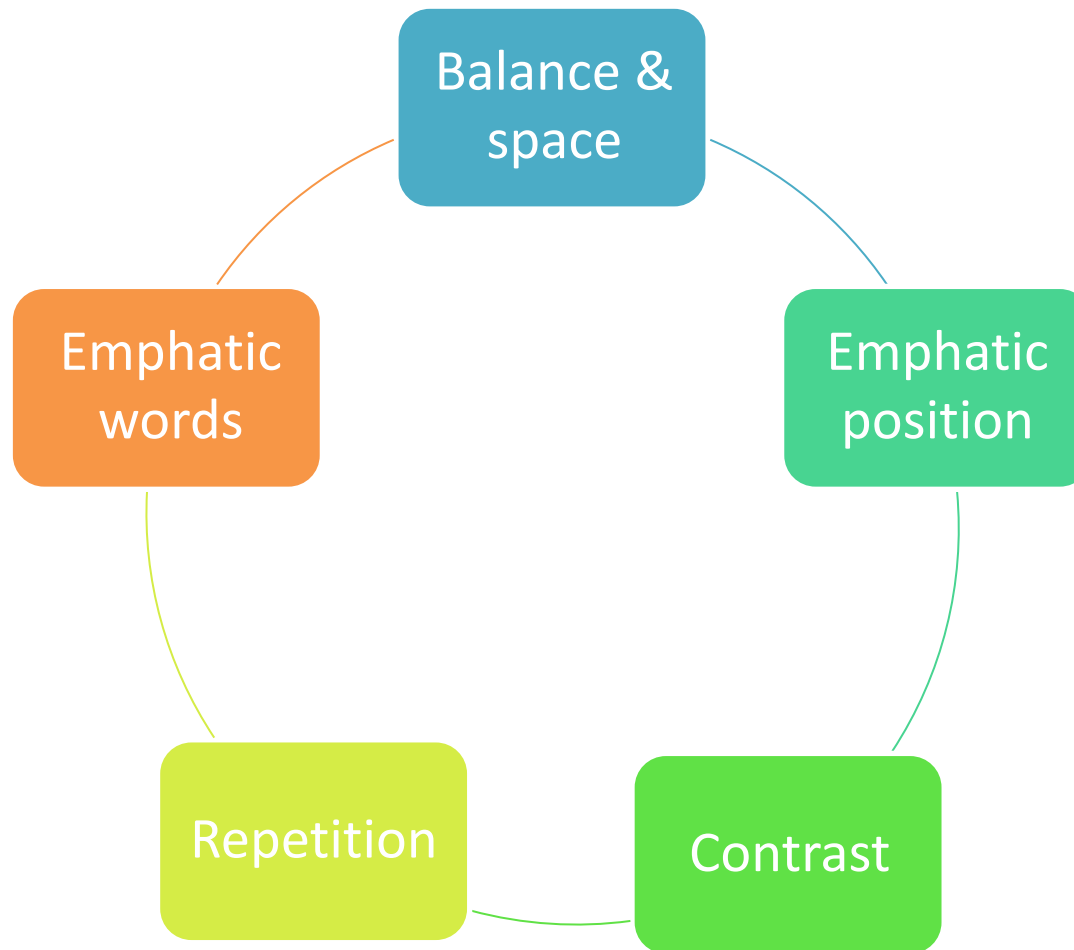


# Coherence



- 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 (words) bridges. Thus, every sentence logically follows from the one preceding it. The significant tools of maintaining coherence in a paragraph are:
  - Pronoun - Dr. John Thomas - He, his, him
  - Repetition - just to emphasise your point
  - Synonyms - same or similar meanings
  - Connectives - conjunctions - and, but, so
    - Linkers - However, Moreover, Hence, Therefore, Nevertheless, For Instance,

# Emphasis



# 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 - compare
  - Emphatic words -

# Writing Skills

## Unit: 2

Lecture 8  
Paragraph Writing Contd...

B Tech 1<sup>st</sup> Semester



Dr Yusuf Mehdi  
Assistant Professor  
English

# 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 First..... Secondly..... and finally

# Arrangement of ideas in a paragraph

- **Deductive**

- Begins with topic sentence and goes on to record the supporting facts (Particular to general)

- **Inductive**

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

# Types/ methods of paragraphs

## Expository

- 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 general to specific 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 specific to general statement/idea.

1. Inductive method proceeds from:  
**a.** Specific statements to particular statements **b.** general to particular 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.** general to particular statements **b.** Particular to general statements  
**c.** one particular to another **d.** general to general

1. Inductive method proceeds from:  
**a.** general statements to particular statements **b.** General to particular 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
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5. Deductive order refers to:  
**a.** particular to general statements **b.** particular to general statements  
**c.** one particular to another **d.** general to general

- Write a paragraph on
  - Importance of communication (using both deductive and inductive methods)

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

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

# 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.



# Writing Skills

## Unit: 2

**Basics of letter & email writing; notice & memo writing**

B Tech 1<sup>st</sup> Semester



**Dr Yusuf Mehdi**  
Assistant Professor  
English

# Objective of the Topic (CO2)

Students will be able to –

- understand the basics of official communication.
- draft official messages correctly, clearly and concisely.

# Need of Writing Letter

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)/7 Cs of Comm.

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

# Parts of a Letter

- Letterhead: ABC Pvt. Ltd. (Name Of the Organization)  
Plot 32, XYZ City (Address)  
Fax: ... Contact No...email...website...  
2 lines
- Dateline: 17 Sep. 2020/17-09-2020/September 17, 2021  
2 lines
- Inside Address: Mr. Arun Sachdeva (Name)
  - Managing DirectorIJK Enterprises (Organization)  
1256 z Avenue (Address)  
City, AB T0M 3T0 (110025)  
2 lines
- Subject Line: Urgent - Dispatch of the Raw Material
- Salutation Dear Mr/Dr/Ms/Prof. Arun Sachdeva  
2 lines

- 2 blank line

.....

.....

.....

.....

.....

.....

.....

3 blank lines

- **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 June 2021, 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/Looking forward to receiving a positive response.

Yours sincerely

(Signature)

Vinayak Ghosh

Mobile No.

Email:

Enclosure Resume and certificates



# 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

Enclosure: Resume

# 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.

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Yours sincerely  
(Signature)  
Vinayak

Enclosure Resume

# email Writing

- Official emails are written in a well-defined pattern. The format for writing official emails is highlighted below.
- Formal Greeting/ Greetings of the day!
- Write the subject of your Email
- Introduce Yourself - My name is Sushil Sinha. I am the Head, Production at ABS Corp. I am writing this e-mail to inform you about our requirement of .....
- State the purpose
- Write the main message
- Conclude formally
- Sign off with your full name, Designation, mob. and e-mail

## Tips for writing a good email:

- Evaluate your purpose
- Craft an appropriate subject line (informative)
  - Urgent: Raw material Required asap
- Use clear messaging
- Practice good etiquette
- Proofread

# email Writing

## 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

# Writing Skills

## Unit: 2

Basics of letter & email writing; notice & memo writing contd....

B Tech 1<sup>st</sup> Semester



Dr Yusuf Mehdi  
Assistant Professor  
English

# 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 has to attend
- Specific instructions
- Contact person

# Sample Notice

Issuing Authority	<b>JAWAHAR NAVODYA VIDYALAYA, VADODRA</b>	The word <b>NOTICE</b>
Date	1st Jan 20xx <b>NOTICE</b>	Heading
Body of notice with details:	<p align="center"><b>CAREER   COUNSELING WORKSHOP</b></p> <p>The Students' Council of the school is organizing a <b>Career</b> <i>Event</i>  <b>Counseling Workshop</b> for students of Classes IX and X on  <b>Saturday, 6th January</b> between <b>9 am and 1 pm</b> in the <b>School</b>  <i>Date</i> <i>Time</i>  <b>Auditorium. Renowned counselors from MS University</b> will  <i>Venue</i> <i>Details</i>          address the students. Students interested in participating should  <b>be seated in the Auditorium by 8.45 am.</b>  <i>Follow-up</i></p> <p>Nakul Purohit Head Boy</p>	
Name and designation of person issuing the notice	<p>Nakul Purohit Head Boy</p>	

# Memorandum

# Memorandum (Memo)

- Memorandum is a brief written communication circulated within an organization
- Its purpose is to
  - Communicate/quick information
  - 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](mailto:afs@business.com)

## **MEMORANDUM**

**To:** The Manager  
**From:** The CEO  
**Date:** 21<sup>st</sup> 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 14<sup>th</sup> 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>

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

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- a. Left aligned
- b. right aligned
- c. both a & b
- d. Neither of a & b

# Thank You