

MODULE 5 WRITING SKILLS

PART - A (SHORT ANSWER QUESTIONS)

1. Mention the significance of writing?

Significance:

Writing is the framework of our communication. Good writing skills allow us to communicate our message with clarity and ease to a far larger audience than through face-to-face or telephone conversations.

- Writing plays an important role in our day to day life. We write in order to prepare notes, note down important points of heard and watched content, or even writing answers in the examination is considered as a skill of writing.
- We write letters to convey official information or sending emails includes framing the content in understandable written content.
- Writing skills can be a major criteria towards better academic position and greater educational Success. Students should believe the importance of writing skills in helping them achieve academic mastery.
- Every career path requires its workers to write notes, memos, emails, and reports, all of which require good writing skills to effectively communicate a certain set of ideas.

2. Outline the factors that stand in support of writing skills.

Writing skills are an important part of communication. Good writing skills allow you to communicate your message with clarity and ease to a far larger audience than through face to-face or telephone conversations. It also plays an important role in our day to day life, by helping us prepare notes, noting down important points or even writing answers during examinations.

Writing skills can be a major criteria towards better academic position and greater educational success. Almost every career path requires its workers to write notes, memos, emails, and reports, all of which require good writing skills to effectively communicate a certain set of ideas.

3. State any five keys for effective written communication.

Five Keys to Effective Written Communication:

"Get your general ideas on paper or the computer screen—this is your first draft", says Vogel. "Now go back and edit."

Key 1: Use a Professional Tone.

Your readers will form an opinion of you from the content. Create a professional, positive tone by using simple, direct language. Adopt a "you-attitude" versus an "I-attitude," to show that you're sincere in your focus on the reader rather than on yourself as the writer.

Key 2: Know Your Audience.

The intended readers of your correspondence can vary. You must consider their backgrounds, technical expertise, and educational levels as well as their mindsets and possible reactions to your writing.

Key 3: Organize Your Information Clearly.

Arrange your thoughts so that your correspondence can be read quickly and comprehend easily. Organize the information based on your purpose.

For example,

when writing instructions, organize your information in sequential, or step-by-step, order.

For incident reports, write in chronological order, explaining how the events unfolded.

When sharing news and information, use the "6Ws","who, what, when, where, why and how" to guide you.

Key 4: Use the Right Format.

Format refers to how your correspondence is laid out on paper or online.

Usually writers choose their formats based on the method of delivery— letter, memo, or e-mail.

Each type has distinct format conventions (guidelines) for including and placing elements such as the date, addressee, subject line, salutation, message body, closing line, signature block and company letterhead or logo.

Key 5: Use Visual Elements Carefully.

Visual elements—such as font size and type; underlined, italicized or bold text; and bulleted or numbered lists—help emphasize key points and make your correspondence more effective.

4. How to avoid common mistakes in writing?

Techniques for writing precisely

1. Use Active Voice When a sentence includes be or any other copulative verb, such as is or are, recast the sentence to omit the verb.
2. Avoid Vague Nouns Phrases formed around general nouns such as aspect, degree, and situation clutter sentences.
3. Use Words, Not Their Definitions Replace explanatory phrases with a single word that encapsulates that explanation.
4. Avoid Noun Strings Reorganize sentences to eliminate a series of nouns used as adjectives.
5. Convert Nouns to Verbs When a sentence includes a noun ending in -tion, change the noun to a verb to simplify the sentence.
6. Reduce Verb Phrases to Simple Verbs Identify the verb buried in a verb phrase and omit the rest of the phrase.
7. Replace Complex Words with Simple Ones Choose simpler synonyms for multisyllabic words.

5. List any four main characteristics of effective language?

Characteristics of Effective Language:

1. concrete and specific, not vague, and abstract;
2. concise, not verbose;
3. familiar, not obscure;
4. precise and clear, not inaccurate, or ambiguous;
5. constructive, not destructive;
6. Appropriately formal.

6. Define paragraph.

A paragraph is a collection of related sentences dealing with a single topic.

The basic rule of thumb with paragraphing is to keep one idea to one paragraph.

If you begin to transition into a new idea, it belongs in a new paragraph.

7. How can anyone benefit by learning to write a good paragraph?

Learning to write good paragraphs will help you as a writer stay on track during your drafting and revision stages.

8. Which things make sure that your paragraph is well-developed?

Some methods to make sure your paragraph is well-developed:

- Use examples and illustrations;
- Cite data (facts, statistics, evidence, details, and others);
- Examine testimony (what other people say such as quotes and 101 paraphrases)

- Use an anecdote or story;
- Define terms in the paragraph;
- Compare and contrast;
- Evaluate causes and reasons;
- Examine effects and consequences;
- Analyze the topic;
- Describe the topic;
- Offer a chronology of an event (time segments).

9. When should we start a new paragraph?

You should start a new paragraph when:

- When you begin a new idea or point. New ideas should always start in new paragraphs.
- To contrast information or ideas. Separate paragraphs can serve to contrast sides in a debate, different points in an argument, or any other difference.
- When your readers need a pause. Breaks between paragraphs function as a short "break" for your readers—adding these in will help your writing be more readable.
- When you are ending your introduction or starting your conclusion. Your introductory and concluding material should always be in a new paragraph. Many introductions and conclusions have multiple paragraphs depending on their content, length, and the writer's purpose.

10. List the conditions to keep it in mind while writing an introduction.

Conditions to keep it in mind while writing an introduction:

- The introduction of an essay or paper must be substantial.
- Having finished it, the reader ought to have a noticeably clear idea of the author's purpose in writing.

- After reading the introduction, you need to stop and ask yourself where the rest of the paper is headed, what the individual paragraphs in its body will address and what the general nature of the conclusion will be.

The introduction has to be laid out in a clear and detailed fashion, the theme and the general facts which the author will use to support it.

11. Define “coherence” in paragraph writing.

Coherence:

Coherence is the trait that makes the paragraph easily understandable to a reader. You can help create coherence in your paragraphs by creating logical bridges and verbal bridges.

12. State what is sensible writing according to the Oxford Dictionary?

According to the Oxford Dictionary:

Sensible means “able to make good judgements based on reason and experience rather than emotion; practical”, and

Writing means “the activity of writing, in contrast to reading, speaking, etc.”

13. List all four types of writing.

- Paragraph Writing
- Letter Writing
- Email Writing
- Report Writing

14. State when we can use expository writing.

Expository writing is writing that seeks to explain, illuminate or 'expose' (which is where the word 'expository' comes from). This type of writing can include essays,

newspaper and magazine articles, instruction manuals, textbooks, encyclopedia articles and other forms of writing, so long as they seek to explain. Expository writing differs from other forms of writing, such as fiction and poetry.

The expository essay is a tool that is often used in the academic world. If you've attended school.

15. Discuss any three main points regarding descriptive writing.

- Choosing your focus:
Choosing a topic will prevent you from losing focus on the theme or main idea of your writing.
- Use of words:
use adjectives to make your writing more detailed for the reader. This process will allow the reader to create a mental image through the use of your word choice.
- Reader interest:
It's important to paint a picture with your words. One of the best ways to do this is through the use of the five senses. By using taste, smell, hearing, sight, and touch, you are creating an opportunity for the reader to develop an emotional connection to your writing.
- Re-reading and redo:
Putting yourself in the readers' position is important.

16. Mention the elements that we should avoid while writing a letter.

- Do not be wordy and irrelevant,
- Avoid grammar and spelling mistakes,
- avoid everyday, colloquial language; slang or jargon
- avoid contractions (I'm; it's etc)
- avoid emotive, subjective language (terrible, rubbish etc)

- avoid vague words such as nice, good, get etc

17. Differentiate what is formal letter writing and informal letter writing.

An informal letter is a letter that is written in a personal fashion. You can write them to relatives or friends, but also to anyone with whom you have a non-professional relationship, although this does not exclude business partners or workers with whom you're friendly. Whereas, The formal letter is written in a professional tone using carefully chosen and polite language for an official purpose. Unlike the informal letter, there is nothing friendly or quirky about this type of letter, which must adhere to a strict format.

18. List all the components that a formal letter should have.

Elements of a formal letter.

1. Heading and Addresses,
2. Date,
3. Salutation,
4. Body,
5. Closing.

19. Define email writing?

Email means messages distributed by electronic means from one computer user to one or more recipients via a network.

20. Write a few examples for closing sentences used in formal letters.

Few examples for closing sentences used in formal letters:

Regards,

Respectfully,

Respectfully yours,

Sincerely,

Sincerely yours,

Thank you.

PART-B (LONG ANSWER QUESTIONS)

1. Write briefly about five Keys to Effective Written Communication in your own words.

Five Keys to Effective Written Communication:

"Get your general ideas on paper or the computer screen—this is your first draft", says Vogel. "Now go back and edit."

Key 1: Use a Professional Tone.

Your readers will form an opinion of you from the content. Create a professional, positive tone by using simple, direct language. Adopt a "you-attitude" versus an "I-attitude," to show that you're sincere in your focus on the reader rather than on yourself as the writer.

Key 2: Know Your Audience.

The intended readers of your correspondence can vary. You must consider their backgrounds, technical expertise, and educational levels as well as their mindsets and possible reactions to your writing.

Key 3: Organize Your Information Clearly.

Arrange your thoughts so that your correspondence can be read quickly and comprehend easily. Organize the information based on your purpose.

For example,

when writing instructions, organize your information in sequential, or step-by-step, order.

For incident reports, write in chronological order, explaining how the events unfolded.

When sharing news and information, use the "6Ws","who, what, when, where, why and how" to guide you.

Key 4: Use the Right Format.

Format refers to how your correspondence is laid out on paper or online.

Usually writers choose their formats based on the method of delivery— letter, memo, or e-mail.

Each type has distinct format conventions (guidelines) for including and placing elements such as the date, addressee, subject line, salutation, message body, closing line, signature block and company letterhead or logo.

Key 5: Use Visual Elements Carefully.

Visual elements—such as font size and type; underlined, italicized or bold text; and bulleted or numbered lists—help emphasize key points and make your correspondence more effective.

2. Illustrate briefly about the techniques for paragraph development.

Some techniques to make sure your paragraph is well-developed:

- Use examples and illustrations;
- Cite data (facts, statistics, evidence, details, and others);
- Examine testimony (what other people say such as quotes and 101 paraphrases)
- Use an anecdote or story;
- Define terms in the paragraph;
- Compare and contrast;
- Evaluate causes and reasons;
- Examine effects and consequences;
- Analyze the topic;
- Describe the topic;
- Offer a chronology of an event (time segments).

When you begin a new idea or point. New ideas should always start in new paragraphs.

3. Discuss about the format of a formal letter.

Format of a formal letter.

1. Heading and Addresses:

The heading of a business letter includes the address to which the recipient should reply.

2. Date:

This includes the date of the month, name of the month and the numeral of the year.

3. Salutation:

Introduce the body of your business letter with a greeting. Begin a salutation with "Dear" followed by the recipient's title and last name, in most cases.

4. Body:

The text in the body of a business letter is single-spaced; if the letter is short, the text may be double-spaced. Separate paragraphs and the first line after the salutation with a blank line.

5. Closing:

The closing occurs two lines beneath the last line of the body of the letter. Close with "Sincerely" or "Regards" to match the formal tone of the letter. Print your full name far enough down the page to allow space for your signature.

4. What do you mean by the effectiveness of writing? Explain.

Effectiveness of writing is to be able to make sure you clearly communicate your purpose regardless of the document. An effective writing consists of the following characteristics.

1. concrete and specific, not vague, and abstract;
2. concise, not verbose;
3. familiar, not obscure;
4. precise and clear, not inaccurate, or ambiguous;
5. constructive, not destructive;
6. Appropriately formal.

To write effectively one should follow the following steps.

1. Use a Professional Tone.

2. Know Your Audience.
3. Organize Your Information Clearly.
4. Use the Right Format.
5. Use Visual Elements Carefully.

5. Explain the elements of paragraph writing in detail.

Using and adapting the following elements to your individual purposes will help you construct effective paragraphs.

- 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 is the trait that makes the paragraph easily understandable to a reader. You can help create coherence in your paragraphs by creating logical bridges and verbal bridges.
Logical bridges:
 - The same idea of a topic is carried over from sentence to sentence
 - Successive sentences can be constructed in parallel form
 - Key words can be repeated in several sentences
 - Synonymous words can be repeated in several sentences
 - Pronouns can refer to nouns in previous sentences
 - Transition words can be used to link ideas from different sentences
- A topic sentence:
A topic sentence is a sentence that indicates in a general way what idea or thesis the paragraph is going to deal with. Although not all paragraphs have clear-cut topic sentences, and despite the fact that topic sentences can occur anywhere in the paragraph (as the first sentence, the last sentence, or somewhere in the middle), an easy way to make sure your reader understands the topic of the paragraph is to put your topic sentence near the beginning of the paragraph. . Regardless of whether you include an explicit topic sentence or not, you should be able to easily summarize what the paragraph is about.
- Adequate development:

Some techniques to make sure your paragraph is well-developed:

- Use examples and illustrations;
- Cite data (facts, statistics, evidence, details, and others);
- Examine testimony (what other people say such as quotes and 101 paraphrases)
- Use an anecdote or story;
- Define terms in the paragraph;
- Compare and contrast;
- Evaluate causes and reasons;
- Examine effects and consequences;
- Analyze the topic;
- Describe the topic;
- Offer a chronology of an event (time segments).

When you begin a new idea or point. New ideas should always start in new paragraphs.

6. Explain in detail about the significance and essentials of writing skills.

Significance:

Writing is the framework of our communication. Good writing skills allow us to communicate our message with clarity and ease to a far larger audience than through face -to-face or telephone conversations.

- Writing plays an important role in our day to day life. We write in order to prepare notes, note down important points of heard and watched content, or even writing answers in the examination is considered as a skill of writing.
- We write letters to convey official information or sending emails includes framing the content in understandable written content.
- Writing skills can be a major criteria towards better academic position and greater educational Success. Students should believe the importance of writing skills in helping them achieve academic mastery.

- Every career path requires its workers to write notes, memos, emails, and reports, all of which require good writing skills to effectively communicate a certain set of ideas.

Essentials for writing skills.

- Use examples and illustrations;
- Cite data (facts, statistics, evidence, details, and others);
- Examine testimony (what other people say such as quotes and 101 paraphrases)
- Use an anecdote or story;
- Define terms in the paragraph;
- Compare and contrast;
- Evaluate causes and reasons;
- Examine effects and consequences;
- Analyze the topic;
- Describe the topic;
- Offer a chronology of an event (time segments).

7. Explain in detail about the types of writing with examples.

Paragraph Writing.

Document means a piece of written, printed, or electronic matter that provides information or evidence or that serves as an official record. A document consists of several paragraphs to present the various aspects of intended information.

A paragraph is a collection of related sentences dealing with a single topic. Learning to write good paragraphs will help you as a writer stay on track during your drafting and revision stages.

The Basic Rule: Keep one idea to one paragraph.

Elements of a paragraph:

Unity, Coherence, A Topic Sentence, and Adequate Development.

Example: (give your own example)

Alexander the Great was a successful ruler because his actions created long lasting effects on cultures that continue to the present day. One example of his legacy was the creation of a Hellenistic society. Hellenism was the combination of Greek, Persian, and Egyptian cultures. During this remarkable time period, people were encouraged to pursue a formal education and produce many different kinds of art. New forms of math, science, and design made a great impact on society. If this new way of life had not been as successful as it was, Alexander's legacy would not be as memorable and groundbreaking. Because he conquered many countries and blended together many different cultures, Alexander the Great is widely recognized for his achievements and credited with being one of the greatest rulers in history.

Letter Writing

Informal letter

Letter consists of three sections:

1. Opening
2. Body text
3. Closing

Sector 17
Vashi
New Bombay

6th July, 2013

Dear Maya

Thank you very much for your last letter. It was great to hear from you after so many months. You seem to be having a nice time in France.

Thanks also for the photographs. I absolutely loved that snap of yours standing in front of the Eiffel Tower. France looks stunning. Someday, I would definitely like to go there.

There's not much happening here. I am busy with my work and kids.

By the way, are you coming home anytime soon? If you are, let me know the dates and we can arrange to meet up.

Hope to see you soon!

Aditi

Formal Letter

The formal letter is written in a professional tone using carefully chosen and polite language for an official purpose. Unlike the informal letter, there is nothing friendly or quirky about this type of letter, which must adhere to a strict format.

Elements of a formal letter

1. Heading and Addresses
2. Date
3. Salutation
4. Body
5. Closing

Business Letter Format

Company, Inc.
123 Alphabet Drive
Los Angeles, California 90002

15 October 2016

Mr. John Doe
Customer Service Representative
Widgets Galore, Inc.
987 Widget Street
Miami, Florida 33111

Dear Mr. Doe:

I am writing you concerning a recent purchase of widgets. Approximately two weeks ago, on October 1, I ordered a total of 50 widgets for Company, Inc. via the Widgets Galore client webpage. I received an email notification two days later confirming the receipt of payment and the shipment of the widgets. According to your website, shipments should reach their destination within 3-5 business days of being sent, but I have yet to receive the widgets. Do you have any information on what may have happened to delay the shipment or where the shipment is currently?

I have worked with Widgets Galore, Inc. in the past and have the greatest confidence in your products and customer service. We need the shipment of widgets soon, however, and I hoped you might be able to provide me with an idea of when I can expect them. Thank you in advance for any help you might be able to offer.

Sincerely,

Sam Brown
Vice President of Company, Inc.
555-555-5555
s.brown@companyinc.com

Email Writing

Email means messages distributed by electronic means from one computer user to one or more recipients via a network.

An Informal email:

Introducing yourself for the first time Many people still write formal business emails, but these days there aren't as many reasons to write personal emails. A lot of our communication is through online chatting, apps, texts, or other methods.

But there are still some situations when an English student might need to write a personal /informal email in English.

General rules for personal emails:

1. Politeness:
2. Greetings:
3. Closings:
4. Casualness:

Example:

Dear Smith Family, Hello, my name is John. I received a confirmation letter from the exchange organization today. It said I will be staying with you for two months later this year. I wanted to introduce myself so you can know a bit more about me. I am 18 years old. I like listening to rock music, playing basketball, and reading comic books. I will graduate from high school later this year, and I hope to go to college next 111 year. I have never traveled outside of my country, so meeting you and visiting your country will be an exciting, new experience for me! I would also like to know more about you, so if you have a chance, please write back at this email address. If you have any questions for me, I would be happy to answer them. Thanks again for agreeing to host me—I am very excited to meet you in person!
John

General rules for formal emails:

1. Politeness:
2. Formality:
3. Clarity:
4. Greetings: "To Whom It May Concern", "Dear [Title] [Last Name]", "Good Morning/Afternoon/Evening"
5. Closings:"Sincerely"

Example:

To Whom It May Concern, I recently bought a toaster from your company, but unfortunately it appears that the heating element is not working correctly. For reference, the model number is TOS-577, and I bought it on May 1, 2019 at the Toaster Emporium in New Hyderabad. I returned the toaster to the store, but they

said I should contact you because the model had been an —open-box || discontinued model. Because of that, they could not offer a refund or exchange. I can understand the Toaster Emporium's position, but the toaster should not have broken so soon. It is still covered under your company's one-year warranty, so I would like to exchange the toaster for a working model. If that isn't possible, I would like to receive a refund. Please let me know what steps I need to take for this to happen. Thanks very much for your help with this situation. Sincerely, John Johnson

Report Writing

A report is a methodical, well planned document which outlines and evaluates a subject or problem, and which may include:

- The record of an order of events • Explanation of the implication of these events or facts
- Evaluation of the facts or results of research presented
- Discussion of the consequences of a conclusion or course of action
- Conclusions
- References

Reports must always be:

- Correct
- Crisp
- Clear
- Well-Structured

Formal Report Writing

Formal Report Writing is pretty complex and time-consuming. Usually, it demands an immense research, explanation, references, links, lists and many other things to make the primary point clear enough for the readers

1. Cover
2. Title of The Report
3. Table of Contents
4. Summary
5. Introduction

6. Discussion
7. Conclusion/Recommendation
8. Appendix
9. Reference/Bibliography

Informal Report Writing

This type of report writing is comparatively easier and less time-consuming than the formal report writing. Here, you need to perform lesser research and it also includes lesser components

Best Process for Report Writing

1. Decide the Objective:
2. Understand Your Audience:
3. Report Format and Types
4. Collect the Facts and Data
5. Structure the Report:
6. Edit:

Example:

Event Report: Techfest and Spandana '15 MARCH 29, 2015 The Institute of Aeronautical Engineering is one of the most prestigious engineering institutes in Hyderabad. Apart from its outstanding academic programme, IARE is also known for the versatility and vibrancy of its extra-curricular scenario. All of these activities are organized by the students. Tech Fest & Annual Day Celebrations are the events organized each year by IARE. Tech Fest Spandana Day 1:- On Friday March 20, 2015, participants entered IARE fully equipped with the necessities of the event along with the great ambition in order to prove themselves in the competition. The host team welcomed participants whole-heartedly and facilitated the participants starting from their arrival at the front desk to checking in at their respective stalls. They gave general instructions to the participants which they had to follow during their three days stay at IARE. After the opening ceremony, the participants were asked to prepare themselves for the treasure hunt. So, this was where the real fun began. In scavenger hunt the participants were given the list of items which they had to find and some of the

list of tasks which they had to perform, and they were given specific time to complete their tasks. The first amazing day of the Tech fest Spandana 15 ended.

8. Write a short note on: a) Logical bridges b) Verbal bridges.

Logical bridges

- The same idea of a topic is carried over from sentence to sentence
- Successive sentences can be constructed in parallel form

Verbal bridges

- Key words can be repeated in several sentences
- Synonymous words can be repeated in several sentences
- Pronouns can refer to nouns in previous sentences
- Transition words can be used to link ideas from different sentences

9. How to write “introduction” and “conclusion” for any piece of good writing? Explain

How to Write an Introduction.

The introduction of an essay or paper must be substantial. Having finished it, the reader ought to have a noticeably clear idea of the author's purpose in writing. After reading the introduction, you need to stop and ask yourself where the rest of the paper is headed, what the individual paragraphs in its body will address and what the general nature of the conclusion will be. If I'm right, it's because the introduction has laid out in clear and detailed fashion the theme and the general facts which the author will use to support it.

How to Write a Conclusion.

In much the same way that the introduction lays out the thesis for the reader, the conclusion of the paper should reiterate the main points—it should never introduce new ideas or things not discussed in the body of the paper!—and bring the argument home. The force with which you express the theme here is especially

important, because if you're ever going to convince the reader that your thesis has merit, it will be in the conclusion. In other words, just as lawyers win their cases in the closing argument; this is the point where you will persuade others to adopt your writing/ point of view.

10. Write an inquiry letter to your college regarding transport and hostel facilities.

Can be written in our own Words.

11. What are the general tips for writing emails in English? Explain

Do's and Don'ts about Email:

Do's

- Use informative subject line
- Write most important information first
- Use number and bullet marks to make the message clearer
- Use simple grammar and language
- Write short sentences
- Use separate paragraphs

Don'ts

- Write about relevant issues
- Give personal information that you do not want someone else to know
- Write all the words in capital letters as it is considering shouting
- Use different fonts (the recipient's computer does not compatible)
- Use italics
- Use exclamation marks
- Use incomprehensible abbreviations, acronyms, and smileys

Formal complimentary close phrases

- With regards
- Yours truly
- Regards

12. Write briefly about three common types of Emails in English.

Refer answer 7

13. Explain about the significance of letter writing.

Significance of Letter Writing:

For documentation: Letters are a good way to document and record important events, and information. They may also act as proof, which can hold good in a court of law.

For getting instant attention: A handwritten letter is guaranteed to get instant attention rather than the numerous mails that keep popping in our inbox. A handwritten letter says that you care and are willing to give personal attention to the matter or the person addressed.

For official communication: Official letters of communication are still used in many organizations. While a majority of them are printed, writing a letter detailing an action plan or a procedure adds a certain authority to the communication.

14. What is the main purpose of persuasive writing?
Explain

The purpose of persuasion in writing is to convince, motivate, or move readers toward a certain point of view, or opinion. The act of trying to persuade automatically implies more than one opinion on the subject can be argued.

The idea of an argument often conjures up images of two people yelling and screaming in anger. In writing, however, an argument is very different. An argument is a reasoned opinion supported and explained by evidence. To argue in writing is to advance knowledge and ideas in a positive way. Written arguments often fail when they employ ranting rather than reasoning.

The following five features make up the structure of a persuasive writing:

1. Introduction and thesis
2. Opposing and qualifying ideas
3. Strong evidence in support of claim
4. Style and tone of language
5. A compelling conclusion

15. Explain why Descriptive writing is considered as the earliest form of writing.

(Taken from the Internet but modified according to the question)

The primary purpose of descriptive writing is to describe a person, place or thing in such a way that a picture is formed in the reader's mind. Capturing an event through descriptive writing involves paying close attention to the details by using all of your five senses. Descriptive Writing may have been the earliest form of writing, as it really helped in conveying detailed information about the place, person or a thing with just the use of literal text. This also promotes the use of precise language in writing skills as it enhances the vivid sensory details of the reader while understanding the text.

16. Define and discuss the format of report writing

Formal Report Writing

Cover – The cover of a report is something that drives a reader's attention first

Title of The Report – This component includes the report's title and the name of the writer. Apart from these things, the title can also have a date and the name of the organization for which the report has been prepared.

Table of Contents – This section includes headings and subheadings of the primary text written. This is an important portion of report writing. It helps your readers to reach desired sections in your report in a hassle-free manner.

Summary – Here you basically provide the synopsis of the whole report's primary text and you can also call it an informative summary. Many times, it is referred to as an "executive summary".

Introduction – This is the most important section of the main text. The main text always includes three components – introduction, discussion, and conclusion. Here, you introduce the main text of your report in the most intriguing and detailed manner so that all types of readers can get your point without much effort.

Discussion – In the discussion section, a report writer discusses the main story of the report. According to your reader's convenience, you decide the order of the report's results. You can also do a result to theory comparison here along with the analysis, evaluation and interpretation of the data included.

Conclusion/Recommendation – You can present the summary of the discussion section here. Here, you mention your findings and recommend the elements to your readers as per your overall evaluation. **Appendix** – In the appendix portion, you can attach the graphs, lists, surveys and suchlike stuff that are related to your report and help your readers to understand the report comprehensively. **Reference/Bibliography** – You can cite your report's references in this portion.

Informal report writing

The basic components of informal report writing include – Introduction, Discussion & Reference/Recommendations. Different organizations include more components to this type as per their requirements.

17. Explain in detail about the process of a report writing.

Best Process for Report Writing.

To bring up an effective report, the right process must be followed. Here are seven steps to undertake the best report writing process.

Decide the Objective:

Like any other process, report writing sets its base on the purpose, why a report is being created. With a clear objective ahead, it helps report writers to stay focused and produce quality reports that are easier to engage the reader.

Understand Your Audience:

Right understanding of the audience leads to a quality report.

For example, an annual financial report for stakeholders is completely different from a financial review. Having a personal touch as per the audiences' preference can help produce ideas based on their choice.

With an understanding writer can present the report that suits their preference.

Report Format and Types:

For a report to be an effective communication tool, it must follow a format or type. Deciding on parameters like, written report or presentation; what type – formal, informal, financial, annual, technical, fact-finding, or problem-solving report; design templates if any available.

Collecting the Facts and Data:

Adding figures, facts and data adds credibility to the report and strengthens the argument. Adding data or facts brings along a crucial responsibility to cite or mention the sources, like interviews, articles, sayings, articles, etc.

Structure the Report:

A report typically has four elements, the executive summary (this is written after the report is finished), introduction (this includes the structure of the report and table of contents), body (main text and report is occupied in this portion), conclusion (this is a binding portion that brings all the elements of the report into a systematic end).

Readability:

The readability part is definitely a crucial aspect as it becomes a must to make the report enjoyable and accessible to read. A great navigation is the best way to make the reader take a uniformed path through the information flow.

Adding proper formatting (h1, h2, h3...), graphics/visuals, break up of long text into shorter for better read and giving the text in report writing structure with bullet points for better understanding.

Edit:

The initial draft of report writing is never perfect (at least 90% of times). This calls for edition and revision of the content. Best practice can be keeping aside the report document for a few days and then once more start working over it again or ask a fellow member to review or proofread it for you.

18. Write a report on the technical fest in your college that exhibits the technical talent of your institution.

Can be written by ourselves.

19. Mention the differences between formal and informal report writing with examples.

Refer answer 7

20. Write a report on the book exhibition regularly conducted in Hyderabad this year.

News Report on Hyderabad Book Fair

The 31st Hyderabad Book Fair begins

Jan19, 2018

Energy Minister G. Jagadish Reddy on Thursday inaugurated the 31st Hyderabad Book Fair at the NTR Stadium. He said, "I was in class VIII when I read a book that changed my life. It opened my eyes to the world and its wonders. Earlier, when I was young, TV was considered a threat to learning, but now cellphones have emerged a bigger threat."

"Knowledge is like a missile that travels far. We can go far in life only if we read books." Mr. Reddy added, imploring the assembled children at the inaugural to make a habit of reading books.

The much-awaited book fair is a 10-day affair that will end on January 28. The fair will have an interesting line-up of events to attract more children and young adults to the fair. On the final day, the fair would host Okka Nimisham (an elocution competition) where the 118 contestants must speak for a minute in Telugu without using a single word of English. 213 booksellers and publishers are participating this year.

The Hyderabad Book Fair will also allow children free entry if they show their school identity cards, informed K. Chandra Mohan, secretary of Hyderabad Book Fair Society.

PART-C (CRITICAL THINKING QUESTIONS)

1. Write about the classical piece of writing which serves as an example of persuasive writing.
2. Write a report on a cultural event that included students' participation in your college
3. Mention the occasions of writing in real life and explain the Characteristics of Effective Language in your own words
4. Write an essay on the success of Hima Das as the winner of gold medal in 400m final race in the IAAF World Under-20 Athletics Championship with a good introduction and conclusion
5. Write a letter of complaint to the Municipal Commissioner about the menace of stray dogs in your area.
6. Draft an email to the customer complaining about delay in delivering the goods ordered.
7. Write an informal report of an exhibition of books that you visited recently.
8. Write a letter to the principal asking him to grant permission to attend a seminar.
9. Write a report giving the details of the Tech-fest conducted in your college.
10. Write a short story that consists of your favorite character from the stories that were read during childhood.

Similar to previous modules, Part C Solutions for Module 5 are not included as they're subjective and are very much similar to the Part A and B questions. You can write them in your own words and support them with the definitions provided in the above solutions...