

✍ By: Yashraj Maher

🌟 Syllabus: ▾

Unit 1 : Basics Of Writing Skills

- Vocabulary
- Sentence Construction
- Styles of Writing

Unit 2 : Writing Module 1

- Writing Applications
- Letter Writing (Formal/Informal)
- Academic Essay Writing

Unit 3 : Writing Module 2

- Preparing Resume
- Drafting Notices, Agendas and Minutes
- Expansion of Ideas

Basics of Writing Skills

- *Vocabulary:* Vocabulary is a reflection of human personality. Vocabulary should be alive like a human being. It always changes and grows to meet human needs. Everyone should know the root word and its origin to build a proper vocabulary. A limited vocabulary keeps someone away from expressing thoughts and feelings.
- Vocabulary always shows strength and confidence over language, and he/she can speak properly.

Importance of Vocabulary:

1. Vocabulary is a basic part of reading comprehension.
2. Vocabulary is a major part of almost every standardized test.
3. Strong vocabulary leads to more success in school and college.
4. Vocabulary is used for various services and requires the skills of reading, writing, listening, and speaking. Those who have these four skills can communicate effectively in the workplace.

Questions

1. How to Increase Your English Vocabulary?

Improving your English vocabulary is an ongoing process that requires consistent effort and a strategic approach. Here are some effective methods to help you expand your vocabulary:

a. Reading Regularly:

- Reading is one of the most effective ways to enhance your vocabulary. By exposing yourself to different genres of books, newspapers, articles, and blogs, you encounter new words in context, which helps you understand their meaning and usage. Fiction, non-fiction, and academic texts all offer different types of vocabulary, broadening your word bank.

b. Keeping a Vocabulary Journal:

- Maintain a dedicated notebook or digital document where you write down new words you encounter. Include the word's definition, part of speech, and an example sentence. Reviewing this journal regularly will reinforce your memory of these words and encourage you to use them in your own writing and speaking.

c. Using Flashcards:

- Flashcards are a great tool for memorization. Write a new word on one side of a card and its definition on the other. Regularly quiz yourself, and try to use the words in sentences. Apps like Anki or Quizlet can help you create digital flashcards, which are convenient for learning on the go.

d. Engaging in Conversations:

- Practice using new vocabulary in your daily conversations. Engaging in discussions with friends, colleagues, or language partners provides opportunities to use newly learned words. Speaking regularly helps to reinforce vocabulary and improve your fluency.

e. Learning Root Words, Prefixes, and Suffixes:

- Understanding common root words, prefixes, and suffixes can help you deduce the meanings of unfamiliar words. For example, knowing that "bio-" relates to life can help you understand words like "biology," "biography," and "biodegradable." This strategy allows you to decode and remember more words with less effort.

f. Playing Word Games:

- Word games like Scrabble, Boggle, or crossword puzzles can make learning new vocabulary fun. These games challenge you to think of words you know and often introduce you to new ones. Playing such games regularly helps reinforce your vocabulary in an enjoyable way.

g. Watching English Media:

- Watching movies, TV shows, and documentaries in English, or listening to podcasts and radio shows, exposes you to everyday vocabulary and slang. Subtitles can help you catch new words, and repeating phrases or sentences aloud can improve your pronunciation and retention.

h. Practicing Writing:

- Write essays, journal entries, or even short stories using the new vocabulary you've learned. Writing allows you to practice using words in context and helps solidify your understanding of their meanings and connotations. The more you write, the more comfortable you'll become with a diverse range of vocabulary.

i. Using Vocabulary Apps:

- There are numerous apps designed to help you learn new words daily. Apps like WordUp, Merriam-Webster, or Vocabulary.com provide word-of-the-day features, quizzes, and games to help you learn new vocabulary in a structured and interactive way.

j. Regular Review and Practice:

- Learning new vocabulary isn't effective if you don't review and practice regularly. Set aside time each day or week to revisit your vocabulary journal, flashcards, or apps. Repetition is key to transferring new words from short-term to long-term memory.

k. Immersing Yourself in the Language:

- If possible, immerse yourself in an English-speaking environment. Traveling to English-speaking countries, joining language exchange programs, or attending English-speaking events can provide rich opportunities to practice and expand your vocabulary naturally.

l. Taking Vocabulary Quizzes and Tests:

- Regularly testing yourself on your vocabulary knowledge can help reinforce what you've learned and identify areas where you need more practice. Online quizzes or vocabulary books often provide practice tests that can gauge your progress and motivate you to continue learning.

2. Short Notes:

A) Importance of Vocabulary

B) Prefixes & Suffixes vocabulary with examples

A) Importance of Vocabulary

- **Communication:** Vocabulary is essential for effective communication. A rich vocabulary allows you to express your thoughts, ideas, and emotions clearly and precisely, making your speech and writing more impactful.
 - **Comprehension:** A strong vocabulary improves reading comprehension. The more words you know, the easier it is to understand texts, whether they are academic articles, novels, or everyday news.
 - **Academic Success:** Vocabulary is a key component of academic performance. Students with a broad vocabulary are better equipped to understand and engage with complex texts, participate in discussions, and excel in exams.
 - **Confidence:** A good vocabulary boosts confidence in both speaking and writing. When you know the right words to use, you can communicate more effectively and with greater confidence, reducing misunderstandings and improving interactions.
 - **Career Advancement:** In professional settings, a strong vocabulary can enhance your ability to articulate ideas, persuade others, and make a positive impression. It is often associated with intelligence and competence, which can open up career opportunities.
-

B) Prefixes & Suffixes Vocabulary

- **Prefixes:**
 - **Definition:** A prefix is a group of letters added to the beginning of a word to change its meaning.
 - **Examples:**
 - **Un-** (meaning "not"):
 - **Example:** *Unhappy* (not happy)
 - **Re-** (meaning "again"):
 - **Example:** *Rewrite* (to write again)
 - **Pre-** (meaning "before"):
 - **Example:** *Preorder* (to order before the official release)
 - **Dis-** (meaning "opposite of"):
 - **Example:** *Disagree* (to have a different opinion)
 - **Auto-** (meaning "self"):
 - **Example:** *Autobiography* (a biography written by oneself)
- **Suffixes:**
 - **Definition:** A suffix is a group of letters added at the end of a word to form a new word or alter its meaning.
 - **Examples:**
 - **-ness** (meaning "state of being"):
 - **Example:** *Happiness* (the state of being happy)
 - **-ful** (meaning "full of"):
 - **Example:** *Joyful* (full of joy)
 - **-able** (meaning "capable of being"):
 - **Example:** *Readable* (capable of being read)
 - **-ly** (meaning "in the manner of"):
 - **Example:** *Quickly* (in a quick manner)
 - **-ment** (meaning "the act of"):
 - **Example:** *Development* (the act of developing)

Prefixes and suffixes are vital tools in vocabulary building. They allow you to expand your vocabulary by understanding the meanings of different parts of words and how they can be combined to form new words. This knowledge can also help in

decoding unfamiliar words, making it easier to understand and learn them.

What are the Four Styles of Writing ?

1. Persuasive Writing

Purpose: The primary goal of persuasive writing is to convince or influence the reader to adopt a particular viewpoint or take a specific action. This style is often used in advertisements, opinion pieces, editorials, and argumentative essays.

Characteristics:

- **Thesis or Claim:** Persuasive writing typically begins with a clear statement of opinion or argument, known as the thesis or claim. This claim forms the backbone of the writing.
- **Supporting Evidence:** Writers use logical reasoning, facts, statistics, and examples to build a strong case for their argument.
- **Appeal to Emotion:** Persuasive writing often appeals to the reader’s emotions (pathos), values, and beliefs, in addition to presenting logical arguments (logos).
- **Call to Action:** This style of writing usually ends with a direct call to action, urging the reader to think, feel, or do something in response.

Examples:

- Advertisements trying to sell a product.
- Political speeches advocating for a particular policy.
- Opinion columns in newspapers.

2. Narrative Writing

Purpose: Narrative writing’s purpose is to tell a story, whether real or fictional. This style is common in novels, short stories, biographies, and autobiographies.

Characteristics:

- **Plot:** A clear sequence of events that unfolds over time, often following a structure that includes a beginning, middle, and end.
- **Characters:** Narrative writing involves characters whose actions, thoughts, and dialogue drive the story forward.
- **Setting:** The time and place where the events occur are vividly described, helping readers immerse themselves in the story.
- **Point of View:** Narrative writing may be written from a first-person (I, we), second-person (you), or third-person (he, she, they) point of view.
- **Conflict and Resolution:** Most narrative writing includes a conflict or problem that the characters face and attempt to resolve by the end of the story.

Examples:

- Novels like *To Kill a Mockingbird*.
- Short stories like *The Tell-Tale Heart*.
- Biographical or personal stories in memoirs.

3. Expository Writing

Purpose: Expository writing aims to explain, clarify, or inform the reader about a particular topic in a clear, straightforward way. This style is prevalent in academic writing, instructional manuals, and news reports.

Characteristics:

- **Objective Tone:** Expository writing is neutral and unbiased, focused on presenting information without expressing personal opinions or emotions.
- **Clear Structure:** It follows a logical structure, often including an introduction, body paragraphs, and a conclusion, each serving a distinct purpose in delivering the information.
- **Use of Facts and Examples:** Writers use factual information, statistics, or examples to explain a topic thoroughly, making sure the reader can understand complex ideas easily.
- **Defined Terminology:** Technical or unfamiliar terms are often defined to aid the reader's comprehension.

Examples:

- Textbooks or academic essays.

- How-to guides and instructional manuals.
- News articles that provide factual reports without opinions.

4. Descriptive Writing

Purpose: Descriptive writing is used to create a vivid picture in the reader’s mind by focusing on detailed descriptions of people, places, things, or events. The goal is to evoke sensory experiences.

Characteristics:

- **Sensory Details:** Descriptive writing relies heavily on details that appeal to the senses—sight, sound, touch, taste, and smell—helping the reader imagine the scene being described.
- **Use of Figurative Language:** Similes, metaphors, and other figures of speech are often used to enhance descriptions and make the writing more engaging.
- **Rich Vocabulary:** Writers choose precise, evocative words that paint a clear and memorable picture in the reader’s mind.
- **Focus on Atmosphere and Mood:** Descriptive writing often seeks to convey a specific feeling or mood, immersing the reader emotionally.

Examples:

- Poetry that paints vivid pictures, like *The Road Not Taken* by Robert Frost.
- Passages in novels that describe a setting, character, or emotion in great detail.
- Travel writing that seeks to capture the atmosphere of a place.

Essay: The Importance of Communication Skills in IT

In today’s fast-paced and technologically driven world, the field of Information Technology (IT) plays a crucial role in almost every aspect of our lives. However, technical skills alone are not sufficient to succeed in IT. Effective communication skills are equally important, if not more so. Whether it’s collaborating with team members, explaining complex technical issues to non-technical stakeholders, or documenting processes, strong communication is essential for IT professionals.

One of the most important aspects of communication in IT is the ability to simplify complex concepts. IT professionals are often tasked with explaining technical systems, protocols, or troubleshooting issues to clients or colleagues who may not have a deep understanding of the technology. In these situations, clear, concise communication ensures that everyone is on the same page, preventing misunderstandings that could lead to costly mistakes.

Moreover, teamwork is a key element in the IT industry. Projects typically involve multiple team members working together to achieve a common goal. Effective communication fosters collaboration, enabling team members to share ideas, solve problems, and ensure that projects are completed efficiently and on time. Without clear and open lines of communication, teams can struggle to coordinate their efforts, which can negatively impact the success of the project.

In addition to verbal and written communication, active listening is a vital skill for IT professionals. Listening attentively to clients, supervisors, or colleagues helps IT professionals accurately understand the needs, challenges, or issues they are facing. This understanding leads to better solutions and more satisfied clients. Good communication, therefore, is not just about speaking or writing well, but also about understanding the concerns and needs of others.

In conclusion, communication skills are an indispensable part of the IT profession. They help bridge the gap between technical and non-technical audiences, promote teamwork, and ensure that IT professionals can effectively address the needs of their clients and colleagues. As IT continues to evolve, the demand for excellent communicators in the field will only increase, making these skills as important as technical expertise.

Notice: Annual Tech Workshop at ABC College

ABC College, Department of Information Technology

Date: 10th October 2024

NOTICE

This is to inform all students that the IT Department is organizing an **Annual Tech Workshop** on **25th October 2024**. The workshop will cover topics such as cybersecurity, cloud computing, and the latest software development trends. It will take place in the college auditorium from **9:00 AM to 4:00 PM**. All interested students are encouraged to attend, as it will be a valuable learning experience and a great opportunity to network with industry experts.

For registration and further details, please contact the IT Department office.

HOD, Department of IT, ABC College

Letter: Job Application for IT Support Position

John Doe

123 Elm Street

Anytown, CA 54321

Date: 15th October 2024

Hiring Manager

XYZ Technologies

789 Maple Avenue

Anytown, CA 12345

Respected Hiring Manager,

I am writing to express my interest in the IT Support position advertised on your company's website. With a strong background in troubleshooting, system administration, and customer service, I am confident in my ability to provide effective technical support and contribute to the continued success of XYZ Technologies.

In my previous role at ABC Solutions, I was responsible for diagnosing and resolving hardware and software issues for a diverse client base. I also managed server updates and network configurations. My ability to communicate complex IT issues in a clear and concise manner helped me build strong relationships with both technical and non-technical clients.

I am eager to bring my skills and dedication to your team. I am available for an interview at your convenience and can be reached at johndoe@example.com or (123) 456-7890. Thank you for considering my application.

Sincerely,

John Doe

Example:

Jane Doe,
123 Main Street Anytown,
CA 54321

Date: 10 Jan 2024

Dr. John Smith,
Head of Department,
XYZ University ,
456 Oak Avenue Anytown, CA 12345

Respected Dr. Smith,

I am writing to express my keen interest in the research assistant position currently available in your department. I have been following your work on [mention research area] for some time now and I am incredibly impressed with the groundbreaking research being conducted under your leadership. My academic background in [mention your field] and my research experience in [mention relevant experience] have equipped me with the necessary skills and knowledge to contribute meaningfully to your team.

I am eager to learn from the best in the field and I am confident that I can make a valuable contribution to

your ongoing projects. I am available for an interview at your earliest convenience. Thank you for your time and consideration.

Sincerely,
[Your Signature]
Jane Doe

Notices

Notices are essential written communication tools used to convey important information to a target audience, whether in an academic, professional, or public setting. They must be concise, clear, and formatted in a standardized way to ensure easy comprehension.

Key Elements of a Notice:

- Heading/Title:** Clearly label the document as "Notice" at the top to make the intent clear.
- Institution's Address:** Include the name and address of the issuing organization or institution prominently, usually at the top center.
- Date:** Mention the date on which the notice is issued to provide temporal context.
- Content:** The body of the notice should directly state the purpose and relevant details in a concise manner. It should address:
 - What is happening (the event or information).
 - When and where it will happen.
 - Who it is for.
- Signature/Authority:** The notice should be signed by the authority responsible for issuing it, ensuring its authenticity.

Example: Blood Donation Camp Notice

XYZ College, Railway Station Road, ABC City
Date: 28th September 2024

Notice

This is to inform all the students that our college is organizing a Blood Donation Camp on 5th October 2024 in the college campus. All interested students are encouraged to participate in this noble cause. The camp will take place from 10:00 AM to 5:30 PM.

For further details, please contact the undersigned.

HOD, Health Department, XYZ College

Importance of Timeliness and Clarity:

- Timeliness:** Including the date ensures that readers know the period during which the notice is relevant.
- Clarity:** The notice should be easy to read and understand. In the example above, the purpose of the notice (a blood donation camp) is immediately clear, and all relevant details (date, time, location) are included.

Agendas and Minutes

Agendas and minutes are integral to organizing and documenting structured meetings. Agendas serve as a roadmap for discussions, while minutes provide a record of the meeting’s proceedings.

Agendas:

- **Purpose:** Agendas are designed to outline the topics to be discussed during the meeting. A well-organized agenda keeps the meeting focused.

Example: Agenda for a School Event Planning Meeting:

1. Opening Remarks
 2. Review of the Last Meeting's Minutes
 3. Discussion on Upcoming Event Logistics
 4. Closing Remarks
-

Minutes:

- **Purpose:** Minutes are the written records of what occurred during the meeting. They include decisions made, actions to be taken, and other key points.

Example of Minutes:

Meeting Minutes for Annual Event Planning Committee

Date: 15th October 2024

Time: 10:00 AM – 12:00 PM

Attendees: John, Sarah, Emily

Agenda Discussion: Reviewed the logistics for the annual event. Decided to finalize the venue by the end of the week.

Actions Taken: Sarah will contact vendors.

Next Meeting: Scheduled for 25th October.

Types of Essays

Essays can vary in purpose and style, ranging from storytelling to analysis and argumentation. Below are the four main categories of essays, along with their definitions and examples:

1. Narrative Essays:

- **Purpose:** A narrative essay tells a story, often personal, aiming to engage the reader through detailed storytelling and emotional engagement.
-

Example: "A Memorable Trip"

A Memorable Trip

There are certain trips that leave a lasting impression on us, and for me, one such trip was a visit to the mountains. It was the summer of 2020, and my family and I decided to escape the heat by spending a few days in the serene hill station of Manali. I had always heard stories of the breathtaking beauty of the mountains, but experiencing it firsthand was something else entirely.

As we wound our way through the narrow roads that led to the hill station, the cool breeze and the sight of snow-capped peaks in the distance filled me with excitement. The landscape was unlike anything I had ever seen before—majestic pine trees lined the roads, rivers gurgled along the way, and everywhere I looked, there was a blanket of greenery.

The highlight of the trip was our visit to the frozen lake at the summit of Rohtang Pass. As we trekked towards the lake, the air grew thinner, and the temperature dropped sharply. But the sight that awaited us was worth every bit of the effort. The lake, shimmering under the afternoon sun, was a sheet of ice, surrounded by towering cliffs. It was a moment of complete stillness—there was no sound except the occasional rustle of the wind.

That trip to the mountains will always remain etched in my memory, not only because of the stunning sights but also because it taught me to appreciate the beauty of nature in its purest form.

2. Descriptive Essays:

- Purpose:** These essays create a detailed and vivid portrayal of a person, place, object, or event using sensory details.

Example: "A Rainy Day"

A Rainy Day

There is something magical about a rainy day. The morning usually begins with a thick layer of clouds rolling across the sky, casting a gloomy yet oddly comforting light over everything. The first drop hits the window, followed by another, and soon enough, the rain begins to fall steadily, its rhythmic patter creating a calming soundtrack to the day.

Stepping outside, you are immediately greeted by the cool, fresh scent of wet soil—an earthy fragrance that fills your senses. The streets glisten as the rainwater pools in small puddles, reflecting the gray sky above. People hurry by, their colorful umbrellas creating a patchwork of bright hues in an otherwise monochrome scene. The trees seem greener, their leaves sparkling with tiny droplets of rain, as if the world has been given a fresh coat of paint.

As the rain continues, the sound becomes a steady hum in the background. There is a sense of peace in the air, a kind of quiet that only comes with a rainy day. The world slows down, and for a few hours, everything feels softer, gentler. The rain taps gently against the window as I sit inside, sipping a warm cup of tea and watching the world outside, grateful for the little moments of tranquility that rainy days bring.

3. Argumentative Essays:

- Purpose:** Argumentative essays present an argument supported by evidence. The writer tries to persuade the reader to accept their point of view.

Example: "Should Homework Be Banned?"

Should Homework Be Banned?

The debate around whether homework should be banned has been ongoing for years. While many argue that homework adds unnecessary stress to students, others believe that it is an essential part of the learning process. In my opinion, homework should

not be banned, but it certainly needs to be restructured to ensure it remains beneficial rather than burdensome.

Homework allows students to reinforce what they have learned in class, providing an opportunity for independent study and deeper understanding. Studies have shown that students who engage in well-structured homework assignments tend to perform better academically. Additionally, homework helps build essential life skills like time management, discipline, and responsibility.

However, the issue arises when students are overloaded with excessive amounts of homework, which can lead to burnout and stress. The solution is not to eliminate homework altogether but to assign it in a more balanced and thoughtful manner. Teachers should focus on giving meaningful tasks that promote learning and critical thinking rather than simply assigning repetitive exercises.

In conclusion, while homework should not be banned, it must be reassessed to ensure it remains a positive tool in the educational system. By restructuring the way homework is assigned, students can continue to benefit from it without feeling overwhelmed.

4. Expository Essays:

- **Purpose:** Expository essays explain or analyze a topic in a clear and factual manner, often providing insights without personal bias.
-

Example: "The Importance of Recycling"

The Importance of Recycling

Recycling is one of the most important practices for protecting our environment and conserving resources. By recycling materials such as paper, plastic, glass, and metal, we reduce the amount of waste that ends up in landfills, conserve raw materials, and minimize the environmental impact of producing new goods.

One of the key benefits of recycling is that it reduces the strain on natural resources. For instance, when we recycle paper, fewer trees need to be cut down, and when we recycle metals like aluminum, we save significant energy that would otherwise be used in mining and refining new materials. This conservation of resources leads to less environmental degradation and helps preserve ecosystems for future generations.

Additionally, recycling helps combat climate change. Manufacturing products from recycled materials typically requires less energy than producing them from new resources, which results in fewer greenhouse gas emissions. By reducing the amount of waste in landfills, recycling also decreases the release of harmful methane gases.

In conclusion, recycling plays a crucial role in environmental conservation. It reduces waste, conserves resources, and helps fight climate change. By making recycling a part of our daily lives, we contribute to a healthier, more sustainable planet.
