

O.E

Page No.
Date 09 08 2024

unit - 1

- 1) Basic of writing skill.
- i) Vocabulary
- ii) sentence construction
- iii) style of writing.

unit - 2

- 2) writing module-1
- i) writing applications.
- ii) letter writing.
- iii) Colon. (formal & informal)
- iii) Academic ase writing.

unit - 3

- 3) Writing module-two.

- i) preparing resume (curriculum)
- ii) Drafting notices, agenda, minutes.
- iii) expansion of Ideas.

(Book Refers)

* Fluckie in English

* Communication Skills

O.E / G.E - open elective & general elective.

* Basics of writing skills.

1) Vocabulary :

- Vocabulary is a reflection of human personality.
- The vocabulary should be alive as like a human being.
- It always changes and grows to meet human needs.
- Every one should know the roots of words and its origin to make the proper use of vocabulary.
- A limited vocabulary keeps someone away from expressing the real thoughts and feelings.
- A strong vocabulary always shows the strength and confidence over language and he can speak properly.

* Importance of Vocabulary :

- 1) Vocabulary is basic part of reading comprehension.
- 2) Vocabulary is major part of almost every standardised test.
- 3) Strong vocabulary are more successful in school and college.
- 4) Vocabulary is used for various services required the skills of reading, writing, listening, speaking. Those who have four skills they can communicate at work place.

Q.1.2- How to increase your english vocabulary - 10 marks.
or.

Q.2) Short notes.

A) Importance of Vocabulary.

B) Prefixes & suffixed vocabulary with examples. - 10 marks.

A) Importance of Vocabulary.

- i) English vocabulary: how to increase.
 - i) by reading book. read regularly.
 - ii) To communicate to each other ~~in~~ⁱⁿ english conversation
 - iii) Think first english in your mind.
 - iv) attention on sentences when you read.
 - v) practice of writing a review in practice book.
 - vi) learn a word a day.
 - vii) in a vocabulary to writing, learning in daily life.
 - viii) of talk and interact with the people with english language.
 - ix) learn new phrases and idioms. to
 - x) use the most technologies, mobiles.
 - xi) attend online speaking courses or program.
 - xii) use english dictionary.
 - xiii) watch and listen english program in, mobile, laptop, ~~set~~ your vocabulary goal.

O.E/G.E

24/08/2024

1) synonyms :

synonyms is word which has similar meaning to the another word. this called synonyms words.

ex - Big - huge, large, giant.

* Make a list of synonyms vocabulary.

2) Antonyms :

antonyms is word that has opposite meaning to the another word. these called antonyms.

* Make a list of antonyms vocabulary of 10 words.

3) Homonyms :

Homonym is word that has sometime same spelling and same pronunciation. ~~this~~ is some time spelling are same meaning but different pronunciation.

ex -

① Date - Date

* Sentence Construction :

an english sentence has structure including subject, verb, object or a complement. a simple sentence consists two parts subject & predicate. a predicate can have the verb or it can have the verb followed by several component.

* What is subject :

- every statement or sentence in english begins with the subject.
- in the place of subject we use noun, pronoun or noun phrase with the verb.

ex -

The dog is barking.
Lions roar.

* Verb :

verb shows an action in the sentence.

* Transitive verb.

The second element is verb
there are some kinds of words they are

- ① Regular
- ② Irregular
- ③ Transitive
- ④ Intransitive
- ⑤ Linking verb.

O.E

Page No.

Date 31/08/21

* Compliment :

A Compliment usually follows a linking verb. the compliment has the meaning of may be described of the

my father is doctor.
S IOV O/compliment.

my sister is tall.
S IOV Compliment.

* object :

object are two type. ① direct object ② Indirect object.
ex.

she asked him a question
S V IO DO

1) We are attending the class.
S IO V DO

2) student are playing a cricket.
S IO V DO

3) Our school picknick went to pune.
S V₂ V DO

4) She sings a song.
S V DO

5) He told in a story.
S V IO DO

* Style of Writing

There are four style of writing.

- 1) Persuasive
- 2) Narrative
- 3) expository
- 4) descriptive.

1) Persuasive :

In this style of writing writer tries put his through for attraction to the reader. writer writes his opinion and provided justification to support their opinion in this writing recommendation cover letter, editorial newspaper Articles and argumentative essay for academic papers.

2) Narrative :

This type of writing often we write the purpose of the writing to

Narrative writing including short stories, Novel poetry and historical writing.

3) expository :

This type of writing is we to explain a concept or share information. This writing provides evidence, statistic data or result and focuses on the fact of the certain topic.

O.E / GE.

27/09/24

* Drafting Notice, Agenda & minutes.

- Notice is imp. Communication to convey msg to the participant.
- Notice is use in Clg, School, private office, gov. office and various orgn.

There are some contains they are following:

- 1) the notice should be type.
- 2) you should mention type of meeting. (w, m, l).
- 3) Address of Institute or collage should write on the Centre head.
- 4) you mention date. (any side).
- 5) below the date you write word notice Boardly.
- 6) Write your msg. in your notice.
- 7) at

* What is Agenda.

An agenda is a list of topics to be discuss at a meeting. the topic should be arrange in logical order. and discuss at the meeting. in the meeting the chairman of meeting take the issues. one by one in the same order. the agenda is usually send to members along with the notice. the main purpose of the agenda is to provide Advance information to the members of the