

UNIT 5:

Communication Skill

Precis Writing

Precis Writing is a summary. It is an exercise of compression. A precis writing is a gist of any passage in as few words as possible. A precis should mention all important details of the original paragraph so that anyone who is reading it is able to understand the idea of the original passage.

Taking the above example forward, to describe the essential highlights and events that take place in The Merchant of Venice, you will not add your own thoughts and maintain the tone and expressions of the characters. You will also avoid mentioning events that aren't essential. This is how precis writing works. You **express or rewrite** a paragraph or any piece of writing and make it **as concise as possible** without having to change the **crux of the subject matter**.

For more details click on this link- <https://leverageedu.com/blog/precis-writing/>

Comprehension (Reading and Listening)

As a child grows, two important skills he develops are listening and reading. Listening skills appear first, as a child learns to speak by imitating the sounds of the people around him. In general, in early life, **listening comprehension**, which is 'understanding the meaning of spoken words', is distinct from **reading comprehension**, which is 'understanding the meaning of written words.' However, the difference between the two dissipates as the child ages.

In simple terms, this means that listening comprehension is much more important until the child learns to read more complex material efficiently. At that point, listening comprehension and reading comprehension are so closely related, there is little difference. Because of this, in this lesson, we will focus on the early years of a child's life and how listening and reading comprehension develop and are interlinked.

For more details click on this link- <https://study.com/academy/lesson/relationship-between-listening-reading-comprehension.html>

CV Writing

A personal profile, also known as a CV summary, is the opening statement of your CV. It is a short introduction which outlines your personal characteristics, telling the prospective employer what kind of a person you are, the attributes and qualities that you possess and the work experience that you have.

For more details click on this link- <https://www.cvplaza.com/cv-personal-profile/how-to-write-a-personal-profile-statement/>

Letter Writing

Letter writing is an essential skill. Despite the prevalence of emails and text messages, everyone has to write letters at some point. Letters of complaint, job applications, thank you letters, letters requesting changes or making suggestions — the list goes on and on. Encouraging children to write letters from an early age will improve their communication, social and handwriting skills, and teach them what they need to know about writing and structuring letters.

For more details click on this link- <https://www.readingrockets.org/article/introduction-letter-writing>

Notice and Advertisement Writing-

Notice

One important aspect of communication is [business communication](#), also known as formal communication. [Formal letters](#), [memos](#), [circulars](#) etc are all forms of business communication. Another important tool of the same is a notice. Let us learn the meaning of notices and details of notice-writing.

Notices are a means of formal communication targetted at a particular person or a group of persons. It is like a news item informing such person or persons of some important event. This can be an invitation to a meeting, an announcement of any event, to issue certain instructions, make appeals etc.

It is generally written and then displayed at a public place, where it is accessible to all. They can be pasted on notice boards. If it is meant for a wider audience it can even be published in a newspaper. The government when it issues notices must publish it in national and local papers.

<p>The City Library Association, Springfield, Mass. LITERATURE: ART: SCIENCE.</p> <hr/> <p>The Library: Circulating Department.</p> <p>The rules of the library require all books to be returned in two weeks. Book No. <u>G 647.2</u> stands charged to you (Card No. <u>1906</u>) as taken from the library <u>Feb. 2 '99</u>. You are incurring a fine of two cents for every day's detention. If you think a mistake has been made, please notify us. A charge of two cents is made for sending this notice.</p> <p style="text-align: right;">The City Library. Per <u>B.</u></p> <p style="text-align: left;">No. 67 11-05-11</p> <p style="text-align: center;">Present this notice with your library card.</p>
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(A Sample of a Notice)

For more details click on this link- <https://www.toppr.com/guides/english/writing/notice/>

Message Writing

Message Writing – A message is a short piece of information that you give to a person when you cannot speak to him directly.

Message Writing Example– When your mom leaves a message for you to read in her absence after you come back from school.

A message can be written or oral.

Message Writing Format-

HEADING– Message writing begins by writing the word “Message” in bold and capitals. It is written in the middle of the line. This is done in order to catch the attention of the person for whom the message is drafted.

DATE– The date is written on the left-hand side of the page. It is written in expanded form.

TIME– Time can be written both on the left and right sides of the message. However, it is preferable for you to mention it on the right side in order to show a wise usage of space.

SALUTATIONS- Before writing the main content (body) of the message, it is important to address the reader. It helps in avoiding ambiguity and appears to be polite.

BODY– It is the main content of the message wherein you provide all the information that needs to be conveyed to the person you are unable to contact. It is important to stick only to vital information and keep the body of the message short and crisp. Avoid using long sentences.

SENDER– Once you are done with the body of the message, mention your name (or the one given in the question) on the left-hand side of the page. This helps the reader to identify the sender of the message.

For more details click on this link- <https://www.successcds.net/learn-english/writing-skills/message-writing.html#:~:text=Message%20Writing%20Example-.What%20is%20Message%20Writing%3F,you%20come%20back%20from%20school.>

Dialogue Writing

If you want to write a story, dialogues are a very important part of the story. Writing a good dialogue requires a set of rules to follow because a bad dialogue can change the story and the dialogue's meaning as well. Dialogue writing is a very important part of English writing.

Dialogue is basically a conversation between two or more people. In fiction, it is a verbal conversation between two or more conversations. Sometimes it is a self-talking dialogue, they are known as a Monolog.

If the dialogue is bad the reader will put the book down. Without effective dialogues, the whole plot of the story will collapse on its own structure. Therefore, writing dialogue in a way that attracts the reader to be more involved in the story is not a daunting task. We will guide you to write impactful dialogue with correct rules.

Points to be Remember

1. The students need to read the preceding and the following dialogues.
2. They must understand the topic well and make points.
3. The tenses should be accurate according to the dialogue.
4. It should seem like a natural conversation.
5. The words used should not be vague and should convey the message.

Tips to Write Dialogue

1. Speak out the Dialogue loudly as it will help you resonate on your own dialogue and make you understand how it will sound to the reader.
2. Keep your dialogue brief and impactful as adding extra details will only deviate the reader's mind from the main point.
3. Give each character a unique way of talking or voice. It will add an extra character trait and readers can identify the character just by reading his dialogue.
4. While writing the dialogue always remember whom the dialogue is being addressed to.
5. Dialogues should not be lengthy and confusing for the readers as through the dialogue only the story moves.

Format of Dialogue Writing

1. New Paragraph for Every Speaker

Every speaker gets a new paragraph. Each time a speaker says something, you have to put in a fresh paragraph, even if it is just one word.

2. Punctuations Come under Quotation Marks

All the punctuations used with dialogue must be put under the quotes.

3. Remove End Quote if the Paragraph is Long

If the paragraph of dialogue is too long and you need to change the paragraph, then there is no need to put end quotes.

4. Dialogue Tags

Dialogue tags i.e. He says/she says are always written outside the dialogue and is separated by a comma. When dialogue ends in a question or exclamation mark, tags that follow start in lower case.

For eg- He says, "We should start our own business."

5. Use Single Quotation Mark to Quote Something with a Dialogue

If you have to quote something within a dialogue we should put single quotes as double quotes are already enclosing the main dialogue.

For eg- Bill shouted, " 'boo!' you lost the game.

6. The Dialogue Ends with an Ellipsis

If the Dialogue ends with an ellipsis, we should not add a comma or any other punctuation. For eg- She stared at the sunset. "I guess you'll go back to doing what you do and I will..." her voice drifted off.