

UPDAAN

2025

Basic Writing Skills

Computer

Lecture - 01

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prateik

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402,417



Topics

to be covered



1 Basic Writing Skills

2 Writing Skills

3 Phrases

4 Types of Phrases

5 Sentences



Topics

to be covered



- 6 Kinds of Sentences
- 7 Parts of a Sentence
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- 10 Articles



Topics

to be covered



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Topic : Basic Writing Skills

Chatgpt →



logo?



- Proficiency in written communication is considered to be of utmost importance in today's world, Written communication is preferred for all official purposes.
- It allows us to keep a record of the communication which can be used for future reference.
- It is, hence, a necessary skill that every person needs to acquire.

[ideogram ai]



Writing Skills





Topic : Writing Skills



- To communicate well, we must have a good command over the language in which we are communicating.
- We should also avoid any grammatical errors while writing.
- To improve our writing skills, we will study the basic components of English grammar and how they should be used effectively.





Topic: Phrases

English.

CC



Sense

When we communicate with each other, we express our thoughts and ideas through words. **A group of words that makes complete sense is called a sentence.**

- in a corner
- a man of wisdom
- on a wall
- of the mountains

Phrases

I am standing near wall and writing on board

They do not make complete sense.

Therefore, they are not sentences. These are called **phrases**.

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A phrase is a group of words that form a unit within a sentence but is incomplete independently. A phrase lacks both the subject and the object.



Topic : Phrases



KIPS

Examples:

- to learn French (phrase)
- She wanted to learn French. (sentence)

She & he
The phrase in the above example makes complete sense when it is a part of the sentence.

Nikita wants to learn chat gpt
He is standing near camera
p



Topic: Parts of Speech

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Each word in the English language belongs to a particular class or part of speech. There are eight parts of speech in English grammar.



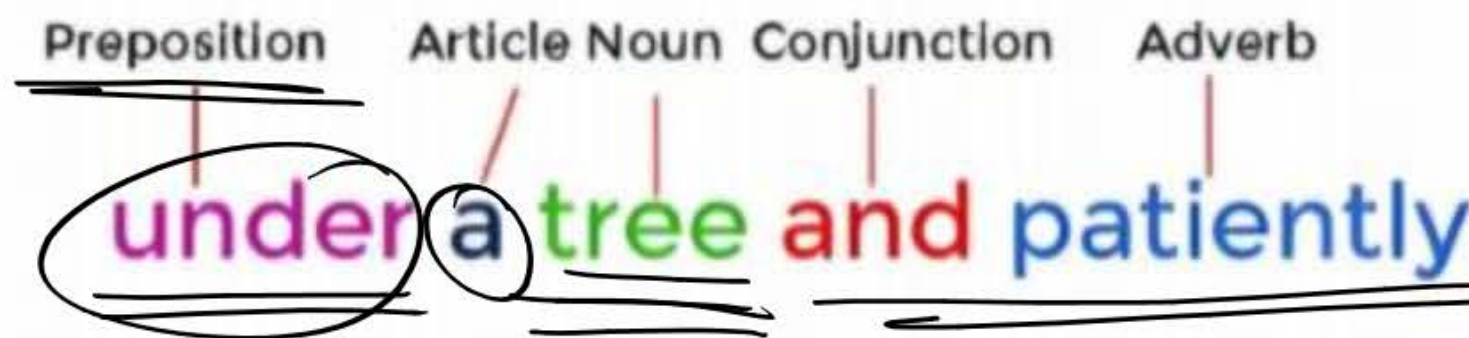
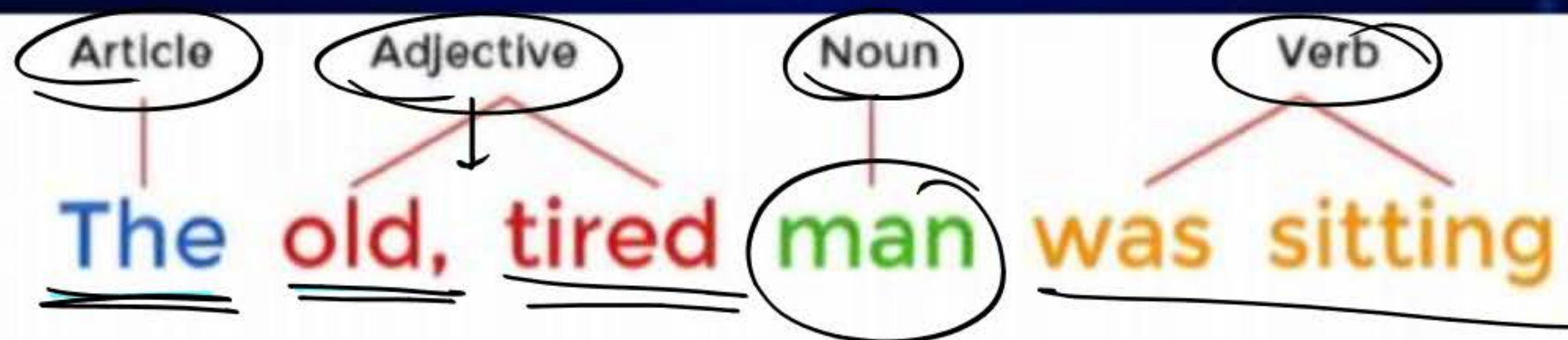
H.W

Chatgpt

Write a poem for my Computer
Teacher named Prateek



Topic : Parts of Speech





Topic : Parts of Speech



Dharmraj is one of the best student of Prateek sir and he also scores good marks in place of noun.

<u>Name</u> → Noun	Pronoun
Refers to a word that is used to name a person, a thing, an animal, a place, or an idea. Examples: Mohit, London, Table, Hope Sara loves to spend time with her Aunt Meera in Goa.	Refers to a word used in place of a noun or a noun phrase to avoid repetition. Examples: I, you, it, we, us, them, those, he, she, her, him We will be late if you don't hurry up. I, you, it
Noun → Describing Adjective	Verb → <u>action</u>
Refers to a word that describes, modifies, or gives more information about a noun or a pronoun. Examples: cold, happy, young, two, fun. The tall man bought a pair of black leather shoes.	Refers to a word that <u>shows an action</u> or a state of being. It shows what someone is doing, did or will do. Examples: <u>go</u> , <u>speaking</u> , <u>lived</u> , <u>been</u> , <u>is</u> . I <u>believe</u> Rohan disagrees with the doctor's analysis.

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Topic : Parts of Speech

<p>Describe <u>Adverb</u> → Add ⇒ Adverb</p> <p>Refers to a <u>word</u> that <u>modifies</u> or <u>describes a verb</u>, an adjective or another adverb, expressing manner, place, time, or degree. Examples: slowly, very slowly, well, today. First, I looked here, then I looked there, but I can't find my friends anywhere.</p>	<p>→ <u>Preposition</u> → relation</p> <p>Refers to a word that shows the relationship of a noun, noun phrase, or pronoun to another word. Examples: at, on, in, from, with, about. I first met Sakshi in 2015 during Diwali holidays.</p>
<p>→ <u>Conjunction</u></p> <p>Refers to a word that joins two words, ideas, or phrases together and shows how they are connected. Examples: and, or, but, because, until, if. Neither food nor drinks are allowed in this room.</p>	<p>Shristi is <u>in</u> class</p> <p><u>Interjection</u> → Emotions</p> <p>Refers to a word or phrase that expresses a strong emotion. They are usually followed by an exclamation sign. Examples: Aah! Oops! Yuck! Gosh! Wow! What a match!</p>



Topic : Types of Phrases



There are different kinds of phrases:

- A noun phrase acts like a noun in a sentence.

Example:

→ word, ~~are~~:

We all love eating ice cream. (noun phrase - eating ice cream)



- verb phrase is a group of main verbs and helping verbs within a sentence.

Example:

This jewellery may be worth millions of rupees! (verb phrase - may be worth)



- An adjective phrase is built around an adjective and consists of adjectives and/or articles.

Example:

Radhika walked on the stage very gracefully. (adjective - very gracefully, describes the object - walk)



Topic : Types of Phrases



- An adverbial phrase is built around an adverb by adding words before or after it.

Example:

We strolled through the gardens very slowly. (adverbial phrase – very slowly)

- A prepositional phrase always begins with a preposition and is followed by a noun.

Example:

All rooms below the deck are for sleeping. (prepositional phrase – below, noun – deck)



leobardo al





Topic : Sentences



A group of words that makes complete sense is called a sentence. A sentence must contain a subject and a predicate.

Examples:

sing likes Roma to.
Roma likes to sing.

(makes no sense; therefore, it is not a sentence)
(makes sense; therefore, it is a sentence)





Topic : Kinds of Sentences



There are four kinds of sentences:

- Assertive or declarative sentence (a statement)
- Imperative sentence (a command)
- Interrogative sentence (a question)
- Exclamatory sentence (an exclamation)



Topic : Kinds of Sentences



MCQ

1. An Assertive sentence is a sentence that states a fact. Such a sentence is a simple statement that indicates, asserts or declares something.

Examples:

- We will not tolerate this.
- I am your friend.

2. An Imperative sentence is a sentence which gives a command, makes a request, or expresses a wish. This type of sentence may end with a full stop or an exclamation mark.

Examples:

- Finish your homework. (an order)





Topic : Kinds of Sentences



3. An Interrogative sentence is sentence that asks a question. —————> ?

Examples:

- Do you enjoy listening to classical music
- Where is your

Do you know my name?

4. An Exclamatory sentence is sentence that sudden and Strong feelings, such as surprise, wonder, sympathy, happiness. or gratitude.

Examples:

- Hurry up!



Topic : Parts of a Sentence

→ does (who)

CC

- Every complete sentence contains two parts—a Subject and a Predicate.
- **A subject** is a word or a group of words which conveys the names of persons or things that we are speaking about.
- **A predicate**, on the other hand, is the part of a sentence which contains a verb, and states something about the subject.
- **All the trees are shedding their leaves.** a) S b) P
- The subject usually comes first in a sentence. However, in certain cases, it is placed after the predicate for emphasis.
- For example:
- **Blessed are the merciful.**
- In the sentence given above, when you ask who, the answer is '**the merciful**'. That is the subject. When you ask what' the answer is '**are blessed**'. This is the predicate.



Topic : Rules for Writing a Sentence



- Use short sentences. ↙
- Limit sentence content.
- Economies on words.
- Arrange the sentences in a proper sequence,
- Design sentences to emphasize on the topic.



Topic : Articles



a / An / The

An article is a word that is used to modify a noun (person, place, object, or idea). There are two different types of articles.

- Indefinite Article
- Definite Article

Please give me a book

This is a board

A AND AN (INDEFINITE ARTICLES)

- 'A' and 'An' are the two indefinite articles, As a determiner, these articles are used before Singular Countable Nouns. (I have a Pen)
- The main function of the indefinite articles is to indicate that the noun they precede does not refer to any particular person or thing. For example, 'a friend' refers to any friend and not a specific friend. These articles are also used to introduce new concepts.



Topic : Articles



Rules for Using the Indefinite Article (a/an)

'a' is used: an → vowels (sound)

- Before a singular countable noun when it is mentioned for the first time

Example:

This is a river.

- Before a singular countable noun or adjective beginning with a consonant sound

Example:

I saw a play.

10 examples of words with "a"

- A book
- A school
- A house
- A car
- A tree
- A river
- A cat
- A dog
- A flower
- A mountain

10 examples of words with "an"

- An apple
- An elephant
- An orange
- An umbrella
- An animal
- An igloo
- An ocean
- An hour
- An orbit
- An egg

10 examples of exceptions that use "a":

- A union
- A university
- A one-off
- A European
- A used car
- A useful trick
- A one-time chance
- A uniform
- A u-turn
- A unit

a) A) An Ear vowels

b) AN)

2) ~~an~~ an houn

Sound

3) - a) Europe

4) An MBA

Europe

→ beunique

→ beyooneek

unique
yooneek

a (a)
an (b)



Topic : Articles



- To express quantity

Example:

a couple of;

- In certain exclamatory expressions

Example:

What a beautiful place!



Topic : Articles



'an' is used:

- 'an' performs a similar function as 'a'. It is used before singular countable nouns which begin with a vowel sound (a, e, i, o, u)

Examples:

He has an axe.

He has an umbrella.





Topic : The (Definite Article)



- The definite article, 'the' can be used with both countable nouns (singular as well as plural) and uncountable nouns.
- Its main use is to specify a person, place, or thing. It is used when the noun that follows is already known.

Examples:

- I bought a painting, from the shop. The painting, very beautiful.

Rules for Using the Definite Article

- A singular noun when it refers to a particular class or group.

Example: The rich should help the poor,

- The names of rivers, mountain ranges, gulfs, seas, oceans, groups of islands, names of ships, etc.

Definite Article

The definite article tells us something is specific.



The indefinite article tells us something is non-specific.





Topic : Paragraph Writing

- In the English language, a paragraph is a fundamental unit of composition.
- A paragraph consists of several sentences grouped together to talk about a main subject.
- Thus, a paragraph is essentially a collection of sentences that related to one central topic.
- You must clear idea of what the paragraph is going to be about. Without a definite topic, your paragraph will lack focus, clarity, and uniformity.

words —→ sentence —→ paragraph.



Topic : How to Write a Good Paragraph

Topic

Decide the topic on which you are going to write the paragraph.

Introduction/Topic Sentence

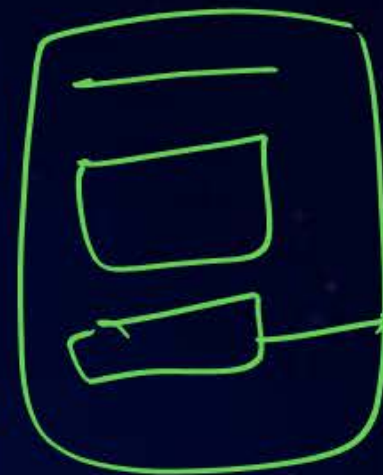
A topic sentence conveys the main theme of the paragraph. It works as an introduction. Topic sentences should always contain a topic and a controlling idea.

The topic covers the main subject matter of the paragraph. The controlling idea focuses on the topic by providing direction to the composition.





Topic : How to Write a Good Paragraph



Support/Explanation

After stating the topic sentence, provide information in 7–8 sentences to explain the topic in detail.

Conclusion

After illustrating your point with relevant information, add a concluding sentence that summarizes the points made in the paragraph.

Proofread

→ likhne ke bad read.

A crucial part of writing a good paragraph is proofreading and revision. Before submitting, check your text for any grammar or spelling mistakes. Make sure your paragraph is coherent and makes sense.



Topic : Rules for Writing a Paragraph



- Give the paragraph uniformity
- Keep the paragraph short
- Use topic sentences
- Leave out unnecessary details
- End the paragraph with a concluding sentence



Topic : Rules for Writing a Paragraph

A paragraph is usually judged on the following criteria:

1. Introduction (including Title)
2. Support/Explanation

This is further divided into:

- Content
- Expression (Fluency, Grammar, and Spelling)
- Sequencing

Practice



Summary



→ chatgpt

→ idlo

→

writing skills

CBSE

Question & Concept Bank Chapter-wise & Topic-wise

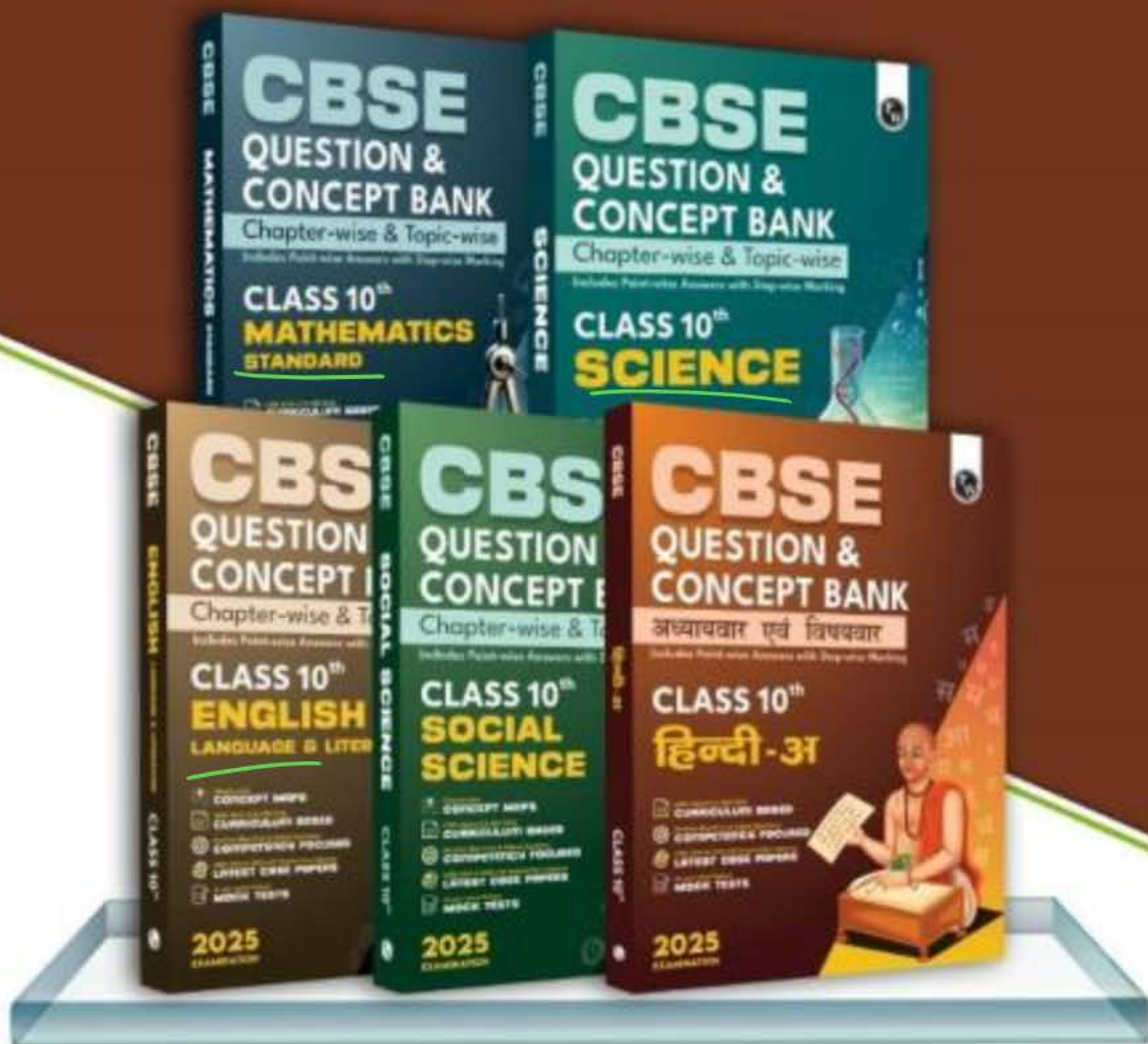
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