

# Functional Writing Skills

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## Writing Techniques

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### **Four Modes of Writing:**

- **Descriptive Writing:** Explains a topic in detail.
- **Narrative Writing:** Tells a story or recounts events.
- **Expository Writing:** Provides factual information.
- **Persuasive Writing:** Influences the reader's opinion.

### **Sentence Structure:**

- Use of phrases and clauses to form meaningful sentences.

### **Summary Writing & Note Making:**

- Condensing long passages into concise summaries.

### **Paragraph Writing:**

- Principles of structuring a paragraph effectively.

### **Techniques of Essay Writing:**

- Steps in writing structured essays.

### **Jumbled Sentences & Paraphrasing:**

- Rearranging sentences for clarity and rewriting in different words.

