**Activities on Writing Skills**

* **Vocabulary for competitive examinations:**

A strong vocabulary is crucial for effective reading comprehension. To fully grasp what we read, we must not only recognize word meanings but also deduce meanings from word structure and infer them from context. Developing and practicing these vocabulary skills is important for improving reading ability.

A strong vocabulary is crucial for competitive exams as it enhances comprehension, critical reasoning, and verbal ability. In exams like the GRE, CAT, or SAT, questions often test word meanings, synonyms, antonyms, and usage in context. Developing a solid vocabulary can improve both accuracy and confidence in these sections.

Some examples:

1. High-Frequency Words

These are words that appear often in competitive exams.

Abate: To reduce or lessen

Capricious : Unpredictable or changeable

Disparage: To belittle or degrade

Ephemeral: Lasting for a very short time

Garrulous: Excessively talkative

2. Words Related to Tone

These words help describe emotions, tones, or attitudes.

Apathetic: Showing little or no interest

Audacious: Bold, daring

Bombastic: Using inflated language

Complacent: Self-satisfied, often to a fault

Didactic: Intended to teach

3. Words Related to People and Behaviors:

These words describe characteristics, qualities, and types of people.

Ascetic: Practicing self-discipline and abstention from indulgence

Avaricious: Greedy

Gregarious: Sociable, outgoing

Misanthrope: A person who dislikes humankind

Munificent: Generous

4. Words Related to Logic and Reasoning

These are often used in reasoning and argumentation sections.

Axiom: A self-evident truth

Corollary: A direct or natural consequence

Extrapolate: To infer or estimate

Fallacious: Based on a false idea or fact

5. Synonyms and Antonyms

These words often appear in questions asking for the closest or opposite meanings.

Benevolent (Synonym: Kind, Antonym: Malevolent)

Banal (Synonym: Trite, Antonym: Original)

Ebullient (Synonym: Enthusiastic, Antonym: Apathetic)

Enervate (Synonym: Weaken, Antonym: Strengthen)

6. Roots, Prefixes, and Suffixes

Understanding common roots can help decipher unfamiliar words.

Root: Bene (means "good"): Benefactor, Beneficial

Prefix: Mal (means "bad"): Malcontent, Malevolent

Suffix: -ous (means "full of"): Dangerous, Verbose

7. Idiomatic and Contextual Vocabulary

Some phrases may require understanding of idiomatic usage or contextual meaning.

Make a mountain out of a molehill: Exaggerating a minor problem

Burn the midnight oil: Working late into the night

Rain on someone's parade: Spoil someone's plans or excitement

Tips for Vocabulary Building

Read regularly: Newspapers, magazines, and classic literature.

Use flashcards: Apps like Anki or Quizlet can help reinforce vocabulary.

Learn roots and word families: Helps in understanding unfamiliar words.

Practice with past papers : Familiarize yourself with exam-specific vocabulary patterns.

Expanding vocabulary through regular reading and practice is essential for success in such exams.

* **Planning for writing**:

A technical article is a formal, structured, and objective presentation of technical information, and effective writing strategies are crucial for communicating the material clearly. Whether crafting a brief review or an extensive research paper, careful planning and organization are necessary. Creating a work plan is essential for successfully writing your article.

Defining the Problem

The process begins by defining the problem, which is the foundation of any systematic investigation. The author must objectively analyze the problem they intend to discuss. By answering the key question, "What is the issue I aim to address in this article?" the writer can determine the direction of their investigation. The problem statement will guide the approach, content, and methodology of the article.

Analyzing the Purpose

To write a focused and relevant article, the purpose must be clearly defined. The question "Why am I writing this article?" helps the writer stay on track. Clearly stating the research objective, often in the abstract, ensures that the article remains result-oriented and purposeful.

Conducting a Literature Survey

A literature survey is essential for credible research and provides the theoretical foundation for the article. Reviewing existing literature allows the writer to stay informed about recent developments in the field and relate their article to ongoing scientific discussions. A bibliography card system, keyword searches, and organizing research notes can all help in conducting a thorough literature survey.

Analyzing and Organizing Information

Once the problem and purpose have been defined and the literature has been reviewed, the gathered information should be analyzed and organized. The writer must objectively evaluate the information and structure it logically. Developing an outline based on the central idea, main ideas, and supporting details ensures a coherent presentation of the article.

* **Improving Writing Skills**:

Improving writing skills is a gradual process that requires practice, self-awareness, and attention to detail. Here are some effective strategies to enhance your writing abilities:

1. Read Regularly

Reading widely and consistently is one of the best ways to improve writing. Exposure to different writing styles, vocabulary, and sentence structures helps you develop a sense of how to craft effective prose. Read a variety of materials, such as books, articles, essays, and reports, in order to broaden your understanding of language.

2. Write Frequently

The more you write, the better you’ll become. Set aside time each day or week to write on different topics, whether it’s journaling, writing essays, or even short stories. Regular practice helps you identify areas of improvement and build confidence in your writing.

3. Expand Your Vocabulary

A richer vocabulary allows you to express ideas more clearly and precisely. To build your vocabulary:

- Learn new words daily, use them in sentences, and review them often.

- Pay attention to how words are used in different contexts when reading.

- Use a thesaurus carefully to avoid overcomplicating your writing.

4. Focus on Clarity and Simplicity

Clear and concise writing is often more powerful than overly complex language. Avoid unnecessary jargon, long-winded sentences, or convoluted structures. Make sure each sentence serves a purpose and conveys meaning without ambiguity.

5. Plan and Organize Your Writing

Before you start writing, plan your content. Creating outlines or mind maps helps organize your thoughts and ensures a logical flow of ideas. A clear structure, including an introduction, body, and conclusion, enhances readability and ensures your writing stays focused.

6. Improve Your Grammar and Punctuation

Mastering grammar and punctuation is essential for clear and professional writing. To improve in this area:

* Study basic grammar rules and keep a reference guide handy.
* Practice by doing grammar exercises and reviewing your mistakes.
* Focus on common trouble spots, such as subject-verb agreement, proper use of tenses, and comma usage.

7. Revise and Edit

Writing is rewriting. After finishing a draft, take time to review and revise. Focus on improving sentence structure, eliminating redundancy, and refining your word choices. Editing also involves correcting grammar, punctuation, and spelling errors. Reading your work aloud can help you catch awkward phrasing or unclear sections.

8. Seek Feedback

Ask others to review your writing and provide constructive criticism. A fresh perspective can help identify issues you may have overlooked. Whether from peers, mentors, or online writing communities, feedback is invaluable for growth.

9. Work on Different Writing Styles

Practice writing in different styles, such as persuasive essays, technical writing, creative stories, or business communication. This will help you adapt to various contexts and strengthen your overall writing ability.

10. Be Patient and Persistent

Improving writing skills takes time, and progress may be gradual. Stay patient and committed to the process. Set goals, track your improvement, and remain open to learning and refining your approach.

By applying these strategies consistently, you can enhance both your writing technique and your ability to communicate effectively.

* **Different types of Writings:**

Writing comes in many forms, each with its own purpose, style, and audience. Here are some of the main types:

1. Narrative Writing

Purpose: To tell a story, real or imagined.

2. Descriptive Writing

Purpose: To describe a person, place, or thing in vivid detail, engaging the reader's senses.

3. Expository Writing

Purpose: To inform, explain, or clarify information.

4. Persuasive Writing

Purpose: To convince or persuade the reader to adopt a particular point of view or take specific action.

5. Technical Writing

Purpose: To explain complex or technical information in a clear and precise way.

Characteristics: Uses specialized vocabulary and is often highly structured with instructions or steps.

Examples: User manuals, product descriptions, technical documentation.

6. Creative Writing

Purpose: To express thoughts, emotions, and stories in an imaginative way.

7. Academic Writing

Purpose : To share research findings, arguments, or ideas in an educational context.

Characteristics : Formal, evidence-based, and typically follows a strict format and citation style.

Examples :Essays, research papers, dissertations, journal articles.

8. Journalistic Writing

Purpose: To inform the public about current events and issues.

9. Business Writing

Purpose: To communicate in a professional or organizational setting.

Characteristics: Often clear, concise, and purpose-driven, with a focus on clarity and efficiency.

Examples: Emails, memos, reports, proposals, business plans.

Each type has a unique approach and is suited to specific audiences, making it essential to consider both the purpose and audience when choosing a writing style.

* **Free Writing vs. Structured Writing:**

**Free Writing** and **Structured Writing** are two distinct approaches to writing, each with its own purpose, advantages, and method.

Free Writing

Definition: Free writing is an informal, unstructured writing technique where a writer expresses thoughts spontaneously without worrying about grammar, structure, or coherence. The primary goal is to let ideas flow freely, capturing raw thoughts and feelings on paper or screen.

Structured Writing

Definition: Structured writing involves following a predetermined format, outline, or framework to organize thoughts and information. This approach is focused on clarity, coherence, and delivering information in an orderly way.

Key Differences between Free Writing and Structured Writing

| Aspect | Free Writing | Structured Writing |
| --- | --- | --- |
| Purpose | Idea generation, creativity | Clarity, organization, persuasion |
| Process | Unplanned, spontaneous | Planned, follows an outline |
| Grammar & Style | Not required | Important for clarity |
| Time Limitation | Often timed (5–10 minutes) | Usually not timed, requires editing |
| Applications | Brainstorming, creative work | Academic, professional, informative |

* **Letter Writing:**

Letter of Application

Writing a letter of application is an important step in applying for a job, internship, or academic program. It provides an opportunity to introduce yourself, express your interest in the position or program, and highlight your qualifications. Here’s a guide on how to structure and write an effective letter of application:

Structure of a Letter of Application

1. Your Contact Information
2. Date
3. TO: Contact Information
4. Salutation
5. Introduction
6. Body Paragraphs
7. Conclusion
8. Closing

**Structure of a Covering Letter**

A cover letter typically follows a simple, professional structure to introduce yourself, highlight your qualifications, and demonstrate interest in the position. Here’s a breakdown of each part:

1. Header

Your Contact Information: Include your name, address, phone number, and email address at the top left corner.

Date: Directly below your contact information.

Employer’s Contact Information: Include the name, title, company, and address of the person to whom you’re addressing the letter.

2. Salutation

Greeting: Use “Sir/Madam”

3. Introduction

Purpose: State the position you’re applying for and briefly introduce yourself.

Hook: Mention a relevant accomplishment, skill, or experience to grab the reader’s attention.

4. Body (3 Paragraphs)

Highlight Relevant Experience and Skills: Focus on your achievements, experiences, and skills that match the job description. Use specific examples that show how you’ve applied these skills in past roles.

Alignment with the Company’s Needs: Mention why you’re interested in this specific company and how your values or goals align with theirs.

5. Closing Paragraph

Your Interest: Briefly reiterate your excitement about the role and how you can add value to the team.

Call to Action: Politely suggest further discussion, inviting them to contact you for an interview.

Thank You: Express appreciation for their time and consideration.

6. Sign-Off

Use a formal closing like “Sincerely” (when your address by name) or “Yours faithfully, ( when you address by greeting like Sir/Madam) ” followed by your full name.

If sending a physical letter, leave space for a handwritten signature between the closing and your printed name.

Example Format:

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[Date]

[Hiring Manager’s Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Hiring Manager’s Name / Sir/Madam],

I am writing to express my interest in the [Job Title] position at [Company Name]. With a background in [Your Field/Experience], I am excited about the opportunity to bring my skills in [mention relevant skills/experience] to your team.

As per my qualifications ( Your Educational qualifications- if you are a fresher). In my previous role at [Your Last Company], I [describe a relevant achievement or responsibility]. I am particularly drawn to [Company Name] because of [mention something specific about the company, like its values or projects], and I am confident that my experience aligns well with your goals. ( If you have experience).

I would be grateful to you for short listing me for interview .Thank you for considering my application (If you are already shortlisted). I look forward to the possibility of discussing how my background, skills, and enthusiasms align with [Company Name]’s vision.

Yours Sincerely,

[ Your Name]

A clear, concise, and tailored cover letter makes a great first impression, showing professionalism and genuine interest in the position.

* **Resume vs. Curriculum Vitae:**

The **resume** and **curriculum vitae (CV)** are both documents used to present an individual’s qualifications, but they differ significantly in content, length, and purpose. Here’s a detailed comparison:

1. Definition and Purpose

* Resume: A concise summary of a person’s work experience, skills, and qualifications, typically used in job applications. Its purpose is to highlight relevant experience and skills for a specific job.
* Curriculum Vitae (CV): A comprehensive document that provides a full overview of a person’s academic and professional history, often used for academic, research, or medical roles, as well as applications outside the U.S. The purpose is to give a detailed account of an individual’s career, education, publications, and accomplishments.

Summary of Key Differences

| Feature | Resume | Curriculum Vitae (CV) |
| --- | --- | --- |
| Purpose | Job applications (most industries) | Academic, medical, research positions |
| Length | 1–2 pages | Variable, typically 2+ pages |
| Content | Work experience, skills, education | Complete career history, publications, research |
| Focus | Relevant experience for specific job | Comprehensive career overview |
| Customization | Often tailored to specific jobs | Consistent, with periodic updates |
| Used in | U.S., Canada, most industries worldwide | Academic fields, and as resume in some countries |

In summary, **resumes** are concise, targeted summaries suitable for most job applications, while **CVs** provide a complete and detailed history of an individual’s academic and professional life, typically used for academic, research, and international job applications.

**Resume**: A resume is a one or two page summary of your education, skills, accomplishments, and experience. Your résumé’s purpose is to get your foot in the door. A resume does its job successfully if it does not exclude you from consideration. To prepare a successful resume, you need to know how to review, summarize, and present your experiences and achievements on one page. Unless you have considerable experience, you don't need two pages. Outline your achievements briefly and concisely. Your resume is your ticket to an interview where you can sell yourself!

1. Resume Essentials: Before you write, take time to do a self-assessment on paper. Outline your skills and abilities as well as your work experience and extracurricular activities. This will make it easier to prepare a thorough resume.

2. The Content of Your Resume

Name, address, telephone, e-mail address, web site address

All your contact information should go at the top of your resume. Avoid nicknames. Use a permanent address. Use your parents' address, a friend's address, or the address you plan to use after graduation. Use a permanent telephone number and include the area code. If you have an answering machine, record a neutral greeting. Add your e-mail address. Many employers will find it useful.

Objective or Summary: An objective tells potential employers the sort of work you're hoping to do .Be specific about the job you want. For example: To obtain an entry-level position within a financial institution requiring strong analytical and organizational skills. Tailor your objective to each employer you target/every job you seek.

*Education*: New graduates without a lot of work experience should list their educational information first. Alumni can list it after the work experience section. You’re most recent educational information is listed first. Include your degree (A.S., B.S., B.A., etc.), major, institution attended, minor /concentration. Add your grade point average (GPA) if it is higher than 3.0. Mention academic honors.

*Work Experience:* Briefly give the employer an overview of work that has taught you skills. Use action words to describe your job duties. Include your work experience in reverse chronological order – that is, put your last job first and work backward to your first, relevant job. Include:

Title of position,

Name of organization

Location of work (town, state)

Dates of employment

Describe your work responsibilities with emphasis on specific skills and achievements.

*Other information:* A staff member at your career services office can advise you on other information to add to your resume. You may want to add:

* Key or special skills or competencies,
* Leadership experience in volunteer organizations,
* Participation in sports.

*References:* Ask people if they are willing to serve as references before you give their names to a potential employer. Do not include your reference information on your resume. You may note at the bottom of your resume: "References furnished on request."

*Design:*

These tips will make your resume easier to read and/or scan into an employer's data base.

Use white or off-white paper.

Use 8-1/2- x 11-inch paper.

Print on one side of the paper.

Use a font size of 10 to 14 points.

Use non-decorative typefaces.

Choose one typeface and stick to it.

Avoid italics, script, and underlined words.

Do not use horizontal or vertical lines, graphics, or shading.

Do not fold or staple your resume.

If you must mail your resume, put it in a large envelope.

E- Correspondence

E-Mail messages: E-mail is the medium of communication that sends and receives messages through specially designed computer networks. E-mail can be used both as a means to reach out to people outside an organization and to send information within organizations. These are faster than letters and memos. They are used for quick transmission of information and ideas.

Characteristics:

* Concise- fewest possible words are used
* Correct- accurate format and structure should be used
* Clear- simple, familiar, direct and specific words, appropriate linkers and transitional signals should be used to form sentences and paragraph.
* Conversational tone- tone should be formal but conversational.
* Single theme- a single theme should be developed logically with subordinating related ideas.

Advantages:

1. Speed: it reaches its destination instantaneously.
2. Low cost: it is less expensive.
3. Quick distribution: messages can be sent to more than one person at the same time.
4. Flexibility: we can edit, revise, modify and redesign the message.
5. Easy attachments: it is easy to attach files, resumes, scanned copies of testimonials, transcripts and other documents.

E-Mail format:

* To: Receipt e-mail id.
* CC (carbon copy): copies of your letter to other people.
* BCC (blind carbon copy): line for people who want to keep their privacy.
* Subject Line: title of the message
* Attachment: the recipient has to download them in order to read them.
* Official e-mail letters: senders address, date, recipients name and address, salutation, subject line, complimentary close, senders name and designation.
* **Blog Writing:**

Blog writing is a style of online content writing that aims to engage readers, share information, express opinions, or promote products or services. A successful blog post is typically conversational, informative, and optimized for the web to attract an audience through search engines. Here’s a guide to blog writing, including its structure, style, and tips for creating effective blog content.

Structure of a Blog Post

1. Headline/Title
   * Purpose: The headline should be catchy and descriptive, giving readers a reason to click and read further.
   * Tips: Use keywords relevant to the blog’s topic, aim for clarity, and consider adding numbers or power words (like “Essential,” “Ultimate Guide”) for engagement.
   * Example: “10 Essential Tips for Writing Engaging Blog Posts”
2. Introduction
   * Purpose: Grab the reader’s attention, present the topic, and set expectations for what’s to come.
   * Tips: Start with a hook (e.g., a question, statistic, or relatable anecdote) and provide a brief overview of the post’s purpose.
   * Example: “Writing a great blog post can feel like a challenge, but with a few key tips, you can engage your readers and keep them coming back for more.”
3. Body
   * Purpose: Provide valuable content in a clear, structured way, often broken down into sections or points.
   * Tips:
     + Use subheadings to organize sections.
     + Write in short paragraphs for readability.
     + Include bullet points, lists, or visuals (like images or infographics) to make content skimmable.
     + Back up points with examples, research, or anecdotes for credibility.
4. Conclusion
   * Purpose: Summarize the main points, give a final thought, and encourage the reader to take action.
   * Tips: End with a call-to-action (CTA), like inviting readers to comment, subscribe, share, or read more on related topics.
5. Call to Action (CTA)
   * Purpose: Direct readers to their next step, such as subscribing to a newsletter, following on social media, or checking out related content.
   * Example: “Enjoyed these tips? Subscribe to our newsletter for more writing advice every week!”

* **(N) etiquette:**

Netiquette, or "internet etiquette," refers to the rules and guidelines for polite and respectful online communication. It’s an essential set of practices for creating positive interactions in digital spaces like emails, social media, forums, messaging apps, and virtual meetings.

Here’s a breakdown of key netiquette principles and best practices:

1. Be Respectful and Polite

2. Avoid Trolling and Flaming

3. Be Mindful of Tone and Context

4. Practice Proper Grammar and Spelling

5. Think Before You Post

6. Respect Privacy and Confidentiality

7. Stay on Topic

8. Acknowledge and Attribute Sources

9. Be Patient and Avoid Instant Expectations

10. Avoid Sensitive or Controversial Topics in Professional Settings

* **Report Writing:**

**Importance of Reports**

Reports are essential tools in various professional, academic, and organizational settings, serving multiple purposes that aid in decision-making, problem-solving, and knowledge sharing. They provide detailed information and data that help leaders make well-informed decisions while identifying issues and offering solutions. Reports maintain a written record of findings, track progress, and enhance accountability and transparency within organizations. They facilitate clear communication, simplify complex data, and support research by sharing knowledge with diverse audiences. Additionally, reports ensure compliance with regulatory requirements and aid in strategic planning by setting realistic goals and developing effective strategies. Overall, reports play a critical role in achieving clarity, improving organizational effectiveness, and enhancing communication for both short-term objectives and long-term growth.

* **Technical Report**

A report is a formal communication written for a specific purpose; it includes a description of procedures, collection and analysis of data, their significance. The conclusions drawn from them and recommendations or suggestions if required. A technical report is a written statement of facts of a situations, project, process or test. They are investigative in nature for they are written after studying or surveying a subject area, a situation, the working of industry, an organization, a department etc.

Sample Technical Report

Cover Page

* To: [Manager’s Name], Manager, Care Hair Oil Manufacturers Pvt. Ltd.
* From: [Your Name], Sales Supervisor
* Title: Sales and Consumer Reaction Report on Care Hair Oil
* Date: [Date of Submission]
* Place: [Location of Report Preparation]

Acknowledgments

I would like to extend my gratitude to Mr. Ritesh for encouraging me to undertake this survey. I am also thankful to my colleagues and friends whose cooperation made this report possible.

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Introduction

This report was prepared following the instructions from the Manager of Care Hair Oil Manufacturers Pvt. Ltd. on [Date]. The survey was conducted over ten days in Hyderabad and Secunderabad to analyze consumer reactions and identify reasons for low sales. This report includes detailed findings for the manager's review.

Methodology

1. A team of sales executives conducted house visits in selected colonies. Consumer reactions were recorded through questionnaires and videos in randomly selected areas of Hyderabad and Secunderabad.
2. Interviews were conducted with shopkeepers from large shopping centers and small retail stores to gather feedback.
3. Data was compiled to list consumer likes, dislikes, complaints, compliments, and suggestions regarding the product.
4. A summary of shopkeepers' perspectives on low sales was prepared based on their input.

Description

Findings reveal that Care Hair Oil requires quality improvements and a price reduction to increase sales. Of 1,000 surveyed, 850 housewives reported reluctance to purchase due to the product’s stickiness, lack of fragrance, and high price. They also noted dissatisfaction with the product's effectiveness in reducing hair fall and promoting healthy growth. Consumers suggested packaging in smaller sizes (10 ml to 250 ml) like other popular brands.

Shopkeepers highlighted the need for extensive publicity, incentive programs, and commissions to boost sales.

Conclusion

The survey results indicate a demand for higher quality and lower prices among consumers. Shopkeepers suggest large-scale publicity and promotional schemes to enhance the product’s visibility and appeal.

Recommendations

1. Product Improvement: Reduce stickiness and add fragrance to improve appeal.
2. Increased Publicity: Advertise widely to raise consumer awareness.
3. Promotional Schemes: Implement offers like “buy two, get one free” and introduce lucky draws to engage customers.
4. Convenient Packaging: Offer smaller sizes, such as 10 ml sachets, to attract price-sensitive customers.

Appendices

1. Survey questionnaires, email records of feedback, and additional comments from respondents.
2. A laboratory-prepared quality report on Care Hair Oil.
3. Video footage of consumer interactions.

References

1. Previous consumer reaction reports.
2. Newspaper articles on hair oil brands and market trends.