

unit-2 Constituents of Technical Communication

words formation; - word formation is the process by which new words are formed. In its wider sense word formation - word formation denotes the process of creation of new units. English words are formed from 'morphemes' which are the smallest unit of speech with any meaning or grammatical function. There are two kinds of morphemes; -

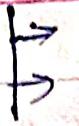
1) Roots

2) Affixes

which are beginning of words are called prefixes and affixes, which are addition at the end of the words are called suffixes. The root of words is a part which is left when we remove the affixes.

Prefix	Root	Suffix
un	eat	able
dis	grace	full
com	plain	
small	est	

affixes



Prefix

Suffix

— affixes + Roots

Morphemes

Q Requisites of sentences construction;
What is sentence → sentence is a group of words which conveys some meaning. These words are used to say something about a person or thing.

Sentences Structure; -

- a) Subject :- The part which refers to the person or thing about which we say something is called the subject of sentence.
- b) Predicate :- The part which we say something about the subject is called predicate of the sentence.
ex:- He is writing a letter

Kinds of sentences:-

a) Statement :- Statement The assertive or declarative sentence is called a statement. If ~~not~~ Statement may be in affirmation or negation.

b) Interrogative :- A sentence in which some question has been asked is called an interrogative sentence.
Ex:- Where do you live?

c) Exclamatory Sentence :- A sentence which expresses feelings such as joy, sorrow, anger, surprise, wonder etc. is called an exclamatory sentence.
Ex:- What a beautiful scene it is!

d) Imperative sentence :- A sentence in which some command, advise or request is made is called an imperative sentence.

Ex:- Open the door

Let us play cricket

e) Optative :- A sentence in which any wish or curse is made is called optative sentence.

May god bless you.

The Requisites of good sentence construction

The professional should have the ability to write effective sentences. Below are listed some requisites which a technocrat should pay attention to while writing a sentence.

- 1) Avoid odd sentence structure; - Serial efforts should be made in the construction of the sentences. Absorbed sentence structure should be avoided.
ex:- A man is standing in black suit.
(Incorrect)

A man in black suit is standing
(correct)

- 2) Choice of appropriate words; - words should be selected in accordance with the theme in question.

Ex:- A dog barks. (not new, not road.)
cats live in a houses. (not in hole, not in dens) not in den

- 3) Emphasis on short sentences; - for better readability & and to avoid misunderstanding, short sentences should be long structured.

- 4) Avoid Ambiguous sentences; - Ambiguity is a major hindrance to

clarity as often mars the meaning of a sentence. Sometimes, the modifiers in sentences are misplaced or inappropriate words are used. To avoid ambiguity it becomes essential that modifiers should be placed in the correct position so that it would be easier to understand the sentences ~~clarify~~ clearly.

5- Consistency:- All sentences should follow some pattern. That is he has to choose one type of style- Formal or Informal.
Otherwise he has to use a correct grammatical consistency.

Paragraph Development:- The paragraph, as defined by the Oxford dictionary, is a distinct unit in prose writing, marked by an indenting of the first line. For effective technical communication, well structured paragraphs is unavoidable. In a good paragraph, one sentence ~~leads~~ leads to another and it has a logical structure with the correct arrangement of sentences.

Essentials of paragraph writing:-

- Presentation of single idea.
- The sequence of well connected sentences.
- Unity with in the paragraph.
- Conciseness and exactness.

What to avoid → expressions.

- Avoid ambiguous explanation.
- Avoid use of high sounding words.
- Avoid the mixture of ideas.
- Avoid repetition as it leads to boredom.
- Avoid the use of proverbs, idioms and figures of speech.

Techniques of paragraph development:-

- A paragraph is a distinct unit, it concentrates on a particular idea. Certain techniques can be adopted for developing paragraph. Some basic requirement for developing paragraph are -
- - unity

- b - coherence
c - Emphasis.

unity— All our knowledge of sentence contraction will be futile unless we know how to arrange sentences to form a well designed paragraph. A paragraph is the most important ^{imp} unit of a report or article and ^{the first} affords essential design in a paragraph is its unity.

One paragraph should explain ~~one topic~~ ^{should} ~~should~~ ~~be~~

A new topic : A new topic ~~should~~ ~~be~~ ~~introduced~~ be introduced in a new paragraph.

A paragraph must neither be very short nor very long, unless the occasion makes it necessary for to do so. Below are listed some different types of unity in paragraph —

(1) Inductive order— In induction order, an author moves from particular statement to the general statement. The paragraph, that begins with certain information, concludes with a topic sentence, often known as conclusion. The author uses some arguments, illustrations which lead him to reach to a conclusion.

ex:- Ram dies, Mohan dies, they are human beings. Hence we can say that man is mortal.

b) Deductive order:- In deductive order the author moves from general statement to the particular statement. It illustrates the logical arrangement of the ~~in~~ ⁱⁿ ~~addition~~ order.

In the deductive order, we have a conclusion reached by reasoning from general laws to particular case. The topic sentence is usually the first sentence in a paragraph stating some general statements. This gives the paragraph a direct, straight forward style which most report-reader prefer.

Ex

Man is mortal. Since Ram and Mohan are men, they are mortal.

3) Question to answer order:- In this order the writer begins with a question, After that, ~~s/he~~ he gives answer to that question. At the very beginning, the author announces his purpose.

4) Exposition → In this order, the theme is introduced in

the first sentence. The entire paragraph is then developed around this topic sentence. Indirectly, the expository and deductive methods are used ~~not~~ at the same time in a paragraph.

⑤ Time order:- This order is the natural order of narration, ~~in which~~ in which one event leads to another.

⑥ Comparison

Comparison contrast:- This order is used when two or more things are compared or contrasted. This order emphasizes the difference b/w two subjects ~~or~~ or things that are being compared. It is used especially at the beginning of the sentence!

⑦

Space order:- While describing the location of a place, this order is useful.

Coherence:- The word 'coherence' literally means consistency especially of speech, thoughts, ideas and reasoning, which makes the expression clear and easy to understand.

attain
to attain coherence, namely:-

Repetition

a) Repetition; Repetition of certain words also gives coherence to paragraph. While using the repetition the writer must be very careful because too much repetition may lead to monotony.

b) Pronoun; A Pronoun is used as a substitute for a noun. This helps in maintaining continuity of thought.

Ex:- he, she, they, we, you, it
are all ~~pronoun~~ pronouns.

c) Synonyms; Synonyms are used in place of certain words, already used and have similar meaning. This includes variety and helps the writer to avoid monotony.

d) Connectives; The use of connectives is another device which starts coherence to paragraph. These connectives such as and, but, or, therefore, as a result, ~~and to sum up~~ and in short may be used.

Emphasis; In order to get desired effects in writing,

The writer gives proper emphasis to the stem in a paragraph. A paragraph may contain various facts & please. There are four techniques which are usually used by the writers;

Emphasis

a). Emphasizes by position;— Generally the beginning & ending of a paragraph are done ~~emphasize~~ than the middle of the missing unit. The first & last sentence of a ~~message~~, the first & last sentence of a paragraph, and the first & last words of the sentence all carry more emphasis than the middle parts. Thus, the writer should pay attention to the beginning & walls ending of a paragraph.



Space and emphasis;— It is the most commonly used device. It means to give more space to the idea to be emphasized. The more you say about something, the more emphasis you give it and less you say about something, the less emphasis you give it.

(3) sentence structure and emphasize;— Emphasis may be achieved through a specific sentence structure. Important point should be placed

in short & simple sentences - sometimes emphasis may be achieved by repeating some words or by introducing synonyms of words.

Rep.

Repetition of words used Carefully
occasionally, at times
occasionally:

at times helps in giving proper
Emphasis to a fact or idea.

(4) Mechanical means of emphasis:-

Mechanical devices can also be used to give emphasis to an idea. Such common devices are the ~~the~~ underscore (-), quotations mark, italics, bold, ~~bold~~ type and solid capitals. Likewise, colors, special drawings, lines and arrows can also be used to get emphasis.

Methods for developing a paragraph

1). Chronological order of method -

Author's matter refers to some developments in terms of time, a chronological order introduces system in its presentation.

This order is preferred in historical narrations. Preferred

~~Ex.~~

Romans.

The demand for electricity is high during winter mornings.

It is not so high in the middle part of the day, especially a sunny day. In the evenings the demand for electricity is maximum. It again comes down a little after midnight.

Spatial order:- When the matter refers to certain areas, an area-wise arrangement of the matter must be preferred to present it systematically.

~~Ex.~~- The consumption of electricity is maximum ^{in the} metropolitan cities. Even in the big industrial areas it is enormous. The smaller towns do not consume so much electricity.

The ~~more~~ rural parts of the country get ~~less~~ the least of it. At least

Interrupted Method/Order:-

Interruption is not a good word to go with a method, but sometimes even interruption can serve a purpose. ~~such~~ when the

line
matter in ~~sent~~ of ideas is given
a break ~~and~~ turn in order to
produce the desired effect. In
such an arrangement, the topic sentence
appears somewhere in the middle of
a paragraph. However, it is a common
device to enhance contrast.
During the last '6⁵' years of indepen-
dence India ~~has~~ been trying to
catch up.

Catching up with the rest of world in the
race of progress. Nothing, however,
has been a special as the change
brought about by the computer. But...
information too.

can be a step to take us to a goal. A logical series can be made with an arrangement of information. This arrangement can also consist of a system of outlines.

Ex:-

In the ~~the~~ linear order, the first step to handle power-theft can be evolve ~~an~~ effective body of enforcement. The second to make the engineers accountable for the gap b/w the paid and unpaid units. The third to check the distribution points periodically. The fourth step can be a total out of political pressures.

Topic Sentence:- One popular way of developing paragraph is to use topic sentence. The topic sentence expresses the main idea of a paragraph. In other words the sentence which states the main theme of the paragraph is known as the topic sentence. It is around that topic or theme that a paragraph is built. Other sentences are built around the topic sentence and the supporting sentences support to the topic sentence. ~~or~~ Some popular arrangement of a topic sentence in a paragraph are:-

D) A paragraph may begin with a topic

~~After~~ The Action of Condensation.— Serum arising from coagulation or precipita-
tion of blood.

~~It aims~~ at squeezing the meaning of a text or paragraph into the fewest words ~~but~~ - the precis must have its own unity & coherence. A precis must be concise / simple & lucid piece of writing. precis means an abstract and abstract contain the essence of the passage that has been ~~spare~~ ~~squeezed~~. But when we prepare precis, we have to apply our mind more. This is not an easy task. Let, therefore, learn the art of writing a precis. ~~and~~ ~~we~~ can use the following steps to prepare a good precis.

- 1). Go through the passage, and ~~try to~~ to grasp the ~~essence~~ idea. This must be the soul of the passage.
- 2). Now underline the main points and write them in a ~~concl~~.

This gives us the skeleton, the basic structure of our poems.

- 3) Whether the whole of the original has been reduced to fit elsewhere.
- 4) Whether ~~the no.~~ of words has been contained within the prescribed limit.
If the no. of words has not been given, it is advisable to make it $\frac{1}{3}$ rd of the original.
One-third

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