

MODULE-5

ACADEMIC WRITING AND COMPREHENSION SKILLS

Précis writing, Presenting research paper and articles, miscellaneous grammar

For **Précis writing** and **miscellaneous grammar** you can follow grammar book of Class-X and Class-XII standard. Some model questions of miscellaneous grammar are given bellow:

Article:

- a. Banaras stands on.....Ganga (a/an/the)
- b. The Telegraph is good daily. (a/an/the)
- c. His father isF.R.C.S and his mother is Ph.D. (a/an/the)
- d.patriot in him rose to occasion. (a/an/the)
- e. Land is sold here by acre. (a/an/the)
- f. We should pitypoor andhelpless. (a/an/the)
- g. What great fool he is! (a/an/the)
- h. The hunter enteredthick of the forest. (a/an/the)
- i. There is mother in very woman. (a/an/the)
- j. Every age doesn't produce Shakespeare. (a/an/the)

Tense:

- a. He (show) me the letter.
- b. Her examination (begin) tomorrow.
- c. We (not hear) from you for a long time.
- d. The jet (fly) at 1000 kilometer per hour.
- e. You (go) before I (come)
- f. I see him (week) ago.
- g. I am grateful to him for what he (do).
- h. The house (cost) Rs.2 lac I (think) of buying it.
- i. He can't go now, he (feel) unwell.
- j. He (write) a letter to father. He (do) it almost every day.

Voice:

- i. They knew that their king would never rest till he understood the matter.
- ii. His father looked at him red-eyed.
- iii. The Pole Star was given him for his home, and is called to this day the Dhruba Loka.
- iv. The man to whom this appeal was made swore a dreadful oath.
- v. Nobody has seen her smile.
- vi. Never was he deceived.
- vii. I was admitted as a flatter to a great man.
- viii. I felt no sensation different from those I experienced abroad.
- ix. It is said that morning shows the day.
- x. Evening dress must be worn.

Correct the following sentences:-

- i. He says her a fool.
- ii. When I went there, I saw him ill.
- iii. I forwarded myself as a candidate.
- iv. I refused that I had done.
- v. He will not go, I believe.
- vi. Do not catch my hand.
- vii. I want to mend my pencil.
- viii. My father admitted me into that school.
- ix. He has thrown the milk.
- x. Please grant me leave, as I intend to go home.

Preparation:-

- i. I cannot accedeyour request.
- ii. He will avenge himself.....you.
- iii. He is besetdangers.
- iv. Commit the passage.....memory.
- v. I don't demur.....your request.
- vi. He elicited the information.....him.
- vii. He hails.....Kashmir.
- viii. We profit.....experience.
- ix. I resigned myself.....fate.

- x. He has no taste.....music.

Presenting research paper and articles

Research Paper-Research is an important not just in terms of development of a product alone or progress of an organization, but also in overall development of a society, a nation and the world at large. Research is a gate way for future advancement, improvement, and change. A research paper is a formal piece of writing that presents in a properly documented form the findings of a research of a specific discipline. It discusses and presents in a formal way the findings of systematic study or investigation, written in an objective and structured manner.

Planning and Process- Though writing a research paper involves a demanding and recursive process, proper planning and preparation can make this simple, linear and effective. Few important steps of research paper preparation are as follows-

1. For the purpose of research a possible topic should be selected and undertaken proper research by visiting a library and gathering information from books, journals, magazines, newspapers etc.
2. An outline of the topic should be prepared, key words, purpose, scope, methodology, conclusion, tentative bibliography should be arranged.
3. Problem statement and its purpose should be briefly and clearly mentioned as the background.
4. The topic should be thoroughly analyzed and edited and **literature review** should be done extensively.

(Important point: literature review and its importance)

5. The style of writing should be formal and scholarly. The sentences should be compact and structured.

Structure of a research paper- Following elements are essential in designing a research paper.

1. Title-Title of the research paper is the first component that meets the reader's eye. The title comprises the key words and terms that are central to the theme of discussion in the paper.

2. Author's details- Author's details should be incorporated in a research paper. Generally, author's detail includes the name of the author, his/her designation and the name of the organization, institute or the company he/she belongs to.

3. Abstract-The abstract of a research paper is one of its most important components. Abstract should be brief and concise, the abstract of a paper captures its essence. It mentions what the paper contains-the question or the problem that the paper intends to address, the methods used and the type of analysis done.

4. Introduction-The introduction section of a research paper serves as a curtain raiser. Paving the way for the main discussion and analysis of the research paper.

5. Discussion-The discussion section is the most voluminous part of a research paper. This part presents the main idea and expands its requisite details and explanation.

6. Conclusion-The conclusion section of a research paper summarizes the important points of study. It is quite brief and infers in a factual and logical manner what can be derived from the research or experiment analyzed in the discussion section.

7. Footnote-Researchers often quote other sources and cite other works to substantiate and support their ideas. All such sources need to be listed with complete and bibliographical details either in the way of footnote or a list of reference.

8. Bibliography-A research paper often ends with a bibliography that provides an exhaustive list of all the books, journals, newspapers, magazines and websites referred to by the researchers.

Ethics in Research- Ethical issues are all around in every walk of life. Ethics is the study of the principles of conduct that apply to an individual or group. The following ethics should be followed at the time of preparation of a research report.

- a. **Rights**-It concerns individuals' basic needs and welfare. A researcher should exercise his/her ethical right during preparation of a report. He/ She should provide information honestly, and clearly.
- b. **Justice**-The contents of research paper should be justified, equal importance should be given to each topic to establish their credibility. Unnecessary details of a report should be avoided.
- c. **Utility**- The utility of a research paper should be properly justified. The paper should be prepared and presented with a scope of future reference
- d. **Care**- A research paper must be prepared and presented carefully. Preparation of a data in a research paper is not a casual exchange of information, rather it should be carefully presented message.

Note:-Important points of a research paper for undergraduate level and ethics are highlighted here; you can take help of other research methodologies to make an extensive study.

IMPORTANT QUESTIONS:

1. Rewrite the following sentences correctly.

- i. Time and tide waits for no man.
- ii. As I awoke the thief ran..
- iii. He is regarded a fool.
- iv. It is ten years ago since they left this place.
- v. I hit him hardly.
- vi. I regret at the delay.
- vii. He removed his coat and hanged it on a nail.
- viii. He resembles to his father.
- ix. He is good in Mathematics.
- x. Arrange the subject matter into three heads..
- xi. You have to choose between Ram or Shyam.
- xii. He tried in vain, but he could not do it.
- xiii. This is equally good as that.
- xiv. He is comparatively better today.
- xv. Your dress is the same as mine.
- xvi. He doesn't appear to be able to understand it.
- xvii. I have come to a final conclusion.
- xviii. He returned back to his village.
- xix. It is quite all right.
- xx. I went to his house to enquire of him.

2. What is a research paper? Why is it important to prepare a research paper?

3. What is research? List some important aspects of research ethics.

4. List some important features of a research paper?

5. What is literature review? How does it contribute in research preparation?
