**“QUESTION # 01”**

**What is Creative writing?**

**Definition:**

“Creative writing is anything where the purpose is to express thoughts, feelings and emotions rather than to simply convey information.”

**Reasons of Writing Creatively**

1. Write to be entertained

2. Write to share your ideas and emotions

3. Write to be the person you wished to be

4. Write to touch people's lives.

**Types of creative writing:**

1. Free writing: Open a notebook or an electronic document and just start writing. Allow strange words and images to find their way to the page.
2. Journals: A journal is any written log. You could keep a gratitude journal, a memory journal, a dream journal, or a goals journal.
3. Diaries: A diary is a type of journal in which you write about your daily life. Some diaries are written in letter format (“Dear Diary…”).
4. Letters: Because the ability to communicate effectively is increasingly valuable, letter writing is a useful skill.
5. Memoir: A genre of creative nonfiction, memoirs are books that contain personal accounts (or stories) that focus on specific experiences. For example, one might write a travel memoir.
6. Essays: Essays are often associated with academic writing, but there are many types of essays, including personal essays, descriptive essays, and persuasive essays, all of which can be quite creative.
7. Journalism: Some forms of journalism are more creative than others. Traditionally, journalism was objective reporting on facts, people, and events.
8. Poetry: Poetry is a popular but under-appreciated type of writing, and it’s easily the most artistic form of writing. You can write form poetry, free-form poetry, and prose poetry.
9. Scripts: Hit the screen or the stage by writing scripts for film, television, theater, or video games.
10. Speeches: Whether persuasive, inspirational, or informative, speech writing can lead to interesting career opportunities in almost any field or industry.

**Techniques used in creative writing:**

1. Character development: Characters are necessary for creative writing. Character development can be defined as the uncovering of who a character is and how they change throughout the duration of your story. From start to end, readers should be able to understand your main characters deeply.
2. Plot development: What differentiates creative writing and other forms of writing the most is the fact that the former always has a plot of some sort – and a unique one. Remarks are also considered creative writing.
3. Underlying theme: Almost every story out there has an underlying theme or message – even if the author didn’t necessarily intend for it to. But creative writing needs that theme or message in order to be complete. That’s part of the beauty of this form of art. By telling a story, you can also teach lessons.
4. Point of view: There are a few points of views you can write in. That being said, the two that are most common in creative writing are first person and third person.
5. Dialogue: While non-creative writing can have dialogue (like in interviews), that dialogue is not used in the same way as it is in creative writing. Creative writing (aside from silent films) requires dialogue to support the story.
6. Imaginative language: Part of what makes creative writing creative is the way you choose to craft the vision in your mind. And that means creative writing uses more anecdotes, metaphors, similes, figures of speech, and other comparisons in order to paint a vivid image in the reader’s mind
7. Emotional appeal: All writing can have emotional appeal. However, it’s the entire goal of creative writing. Your job as a writer is to make people feel how you want them to by telling them a story.

**“QUESTION # 02”**

**How to Develop a study system?**

A study plan is an organized schedule outlining study times and learning goals. Just like with work or school schedules, college students should develop a schedule that sets aside dedicated time each week for studying. This schedule should include dates of quizzes, tests, and exams, as well as deadlines for papers and projects

The **SQ3R** system also provide anorganized approach to learning from textbooks, articles, and reports. The components of this system includes SURVEY, QUESTION, READ, RECITE and REVIEW.

“*Studying effectively is a process, not an event. The process leads to success.”*

**Develop your own study system:**

It’s important to understand that there is no “right” way to make a study plan. Follow the guidelines below to get started on creating your study plan:

1. **Analyze your current study habits and learning style**: Think about what works and what doesn’t work for you. Are you able to study for long blocks of time once or twice a week, or is it more effective if you study nightly for thirty minutes? Are you more productive at a certain time of day ? Do you retain material better if you study a subject immediately after class, or do you need a break first?
2. **Evaluate your current schedule and time management**: If your schedule leaves little room for studying, you may need to evaluate what you can cut back on, or how you can rearrange your schedule to have more open time for studying.
3. **Plan how much time you need to study for each class**: At the beginning of each term, your instructors will give you syllabi for the classes you are taking. The syllabi will usually include the dates of any major exams or projects. You can use these as guides for calculating how much time to set aside for each class, as some courses might be more intensive than others. It will also help you schedule your study sessions to make sure you have enough time to complete all your assignments and prepare for exams.
4. **Develop a schedule**: Now that you understand how much time you need for studying, and how much time you have available, you can schedule your study sessions. Add your study sessions to your calendar like any other commitments. This ensures that you remember this is time set aside specifically for studying. For example, Mondays and Thursdays can be set aside for math, while Tuesdays and Fridays can be devoted to English.
5. **Assess your weekly calendar**: Identifying your learning goals for each class will help you determine how much time you need to spend studying. At the start of the term, think about what you want to accomplish in each class. Maybe you want to master a specific skill, or improve your grade. These are overarching goals to help motivate you during the term.
6. **Stick to your schedule**: A study plan works best when it is followed consistently. You should try to develop a study plan that you can follow for the length of each term. You will have to adjust your plan as necessary when you switch your classes each term. Remember, the most important thing is sticking to your plan.

**“QUESTION # 03”**

**Define and explain in detail the terms of communication**

**Definition:**

The English word ‘communication’ is derived from the Latin noun ‘communis’ and theLatin verb ‘communicare’ that means ‘to make common’ or ‘to share’.Communication is not just an act. It is a process. The process of communication includes transmission if information, ideas, emotions, skills, knowledge by usingsymbols, words, pictures, figures, graphs or illustrations.

**Objectives**

Main objectives of communications are to transfer the orders and directions, to establish co-ordination and the development of Employees.

**Elements of communication**

Message

Sender

Recipient/s

Feedback

Channel

Communication: There must be a message. The message may be in the form of writing or verbal. It may be in the form of message, order or request.

Sender: There must be a sender of message.

Receiver: There must be a receiver of message. Generally the receiver is asubordinate. However, the receiver of message may be the senior officer also.

Feedback: Feedback of message is necessary for the communication.Communication is a circular process. Every communication leads to some reactions or feedback, within in turn generates future communication.

**Types of Communication:**

Three are basic three types of communication.

1. Verbal Communication
2. Non-verbal Communication
3. Written Communicatiion

Communication Forms

Non-verbal Communication Verbal Communication

Sign Language Body Language Oral Written

Visual signs Audio Signs

Spoken or Verbal Communication, which includes face-to-face, telephone, radio or television and other media.

Non-Verbal Communication, covering body language, gestures, how we dress or act, where we stand, intentionally) with others. For example, the tone of voice can give clues to mood or emotional state, whilst hand signals or gestures can add to a spoken message.

Written Communication: which includes letters, e-mails, social media, books, magazines, the Internet and other media. Until recent times, a relatively small number of writers and publishers were very powerful when it came to communicating the written word. Today, we can all write and publish our ideas online, which has led to an explosion of information and communication possibilities.

**LEVELS OF COMMUNICATION**

There are basic levels of communications given below:

1. Interpersonel Communication: It is the process by which people exchange information, feelings, and meaning through verbal and non-verbal messages: it is face-to-face communication
2. Extrapersonal Communication: Communication between human beings and non human entities is extrapersonal.
3. Intrapersonal Communication: This takes place within the individual. we know that the brain is linked to all the parts of the body by an electrochemical system. For example
4. Organizational Communication: It is the study of communication within organizations. The flow of communication could be either formal or informal
5. Mass Communication: Any organization adopt the communication way with their customers or public by using media, newspaper or letters called mass communication.
6. Social Communication: It refers to language that is used in social situations. This refers to a one's ability to use language to interact with others in a variety of situations.
7. Transformational communication: It is about transferring meaning, not information. It happens through establishing an emotional connection.
8. co operative communication: The action of transmitting a message to a destination through multiple paths
9. Group communication: It refers to the interaction between members of a small group of individuals.

**“QUESTION # 04”**

**How to improve Topic sentence with example.**

Every paragraph should include a topic sentence that identifies the main idea of the paragraph. A topic sentence also states the point the writer wishes to make about that subject. Generally, the topic sentence appears at the beginning of the paragraph. It is often the paragraph’s very first sentence.

**Key Qualities:**

There are certain qualities that all of your topic sentences must have to be a strong foundation for your essay writing:

* Brevity
* Precision
* Clarity

**STEPS**

* State your main idea clearly: Because your topic sentence is likely the first sentence of the paragraph, it needs to clearly state the subject matter of your paragraph without being wordy or difficult to understand. It must include your topic and an opinion, or your controlling idea.
* Balance the topic sentence between specifics and general ideas: The topic sentence needs to relate the paragraph to the thesis statement of the essay. However, you need to make sure that your topic sentence strikes a good balance between the broad and the narrow
* Keep it short and sweet:: The topic sentence should put forward your intention without forcing your reader to hunt it down; keeping it short will help keep your intention clear. The topic sentence should act as a middle ground in your paragraph: it should be slightly more specific than your thesis, but it should not encompass the information from your entire paragraph. Keeping the sentence short will also help the flow of your paragraph.
* Give a reasonable opinion: The body of your paragraph is meant to prove your topic sentence. Therefore, your topic sentence should state something that you think or believe that can be supported by concrete evidence.
* Use the topic sentence as a transition; Topic sentences that also work as transitions can help guide your readers through your argument, which can keep them from getting lost. Think of this sentence as a “bridge” between the main idea of the previous paragraph and the main idea of this next paragraph.

**AVOID PROBLEMS:**

1. Avoid introducing yourself: Although topic sentences vary in structure and content from person to person, at least two things can be assumed about your paper: First is that you have a title and entire paper to introduce a topic, and second is your personal information is present somewhere on your essay.
2. Make sure your wording is clear: Although it may sound appealing to fill up your topic sentence with big, formidable vocabulary words, if your topic sentence isn’t clear your effort will simply sound forced and confused
3. Don’t list off information: Although you want to give your readers a taste of what they can expect in your upcoming paragraph, you don’t want to show all your cards right at the beginning
4. Avoid starting with a quote: You may have a fantastic quote in mind that perfectly introduces your topic. The problem is...they’re not your words

**“QUESTION # 05”**

**How many strategies are there for success? Eleborate.**

***"If you are not willing to risk the usual, you will have to settle for the ordinary."***

There are many strategies to be followed for getting into successful life. Some of these are given below:

1. Start Small

Quite possibly the biggest mistake people make is pushing the accelerator too soon. You can’t lose 20 pounds in a week. But you can lose one.

2. Get It On Paper

Whether setting your first goals, tracking daily progress, or sharing your deepest thoughts with a journal, writing things down crystallizes your ideas, exposes underlying fears, and paints an accurate picture of real life.

3. Focus On Everyday Habits

The building blocks of a healthy lifestyle are forged in the smallest of actions you take every day and every week. Healthy choices can become as natural as brushing your teeth or locking the front door. Build one habit, one action at a time.

4. Be Consistent

Imagine a plane taking off. In the beginning, a lot of energy is spent to simply get moving down the runway. But as speed and momentum take over, the plane is pulled forward and up into the sky, faster and further by the second. Consistent action, no matter how small, has more power than you ever imagined.

5. Never Stop Learning

A healthy lifestyle is a process—a journey more than a destination. You can always learn more about nutrition, fitness, and even yourself that can help you be just a little bit better tomorrow.

6. Come Out of Seclusion

Has anyone ever achieved anything of real value all alone? Probably not many. Most receive some form of help from other people. Support, information, a sense of shared experience, encouragement, advice, and a well-timed pep talk are all invaluable as you set off on your adventure.

7. Allow For Setbacks

Accept the fact right now that you will make mistakes, and that it can be a positive thing. We are usually harder on ourselves that we are on anyone else we know. Be your own #1 fan. That means being supportive (instead of critical) when you stumble, and enjoying your wins (rather than ignoring your accomplishments) when you succeed.

8. Trust Your Plan

You’ll have up weeks and down weeks, and frustrating weeks that make no sense at all. The tools and strategies you’re learning will help you build a plan that makes a healthier lifestyle almost inevitable. If you consistently make the right choices and build healthy habits, weight loss is literally just a matter of time.

9. Be a Realistic Optimist

Visualize how you will make success happen by overcoming obstacles. Instead of focusing on bad habits, it’s more effective to replace them with better ones.

10. Get to know yourself as a learner.

When and where are you most productive? What tends to distract you? Knowing your intellectual proclivities and habits helps you to apportion your time more effectively and to be more productive overall.

11. Set a personal goal for each task.

Instead of focusing solely on the grade, consider how each course deepens your expertise in a field of interest or contributes to your overall intellectual development. In other words, motivate yourself in terms of mastering skills and concepts as opposed to getting a good grade or avoiding a bad one.

12. Manage your time and your attention.

People who devise detailed, goal-directed schedules are more productive and less stressed. And once you’ve scheduled your calendar, focus and stick to it by setting external stakes (meeting with professors, a reading group, or a Learning Consultant) and rewards (dinner with friends, TV, etc.).