

## 1.8 Characteristics features of Language

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1. Language is Artificial:  
Man has created language for his convenience, to express his thoughts and experiences.

2. Language is Restricted:  
When we translate our thoughts into language, some meaning is lost in the process. So, Some time we feel unable to express our thoughts in words because all can not be explained through words.

**\_\_AMIT MAURYA**

***3. Language is Arbitrary: There is no direct relationship between a word and the idea or the object it represent.***

***We cannot say why we name a piece of furniture with four legs as “chair”; it could have been something else.***

***\_\_\_Amit Maurya***

#### 4. Language is Abstract:

Language is abstract because it represents generalized ideas of things or thoughts. A word could represent different ideas at different times.

#### 5. Language is Creative:

Language is creative because it has the ability to generate many words every day.

\_\_\_\_Amit Maurya



## 1.9 Reading & Comprehension

- ⊠ "Reading" is the process of looking at a series of written symbols and getting meaning from them.
- ⊠ The reading is of different types.

### 1. Reading extensively:

For general understanding of the subject.

### 2. Reading intensively:

For in-depth knowledge of the text.

- ⊠ "Reading comprehension" refers to the ability to understand the information presented in written form.

\_\_\_\_***Amit Maurya***

Reasons for Poor Comprehension are:

1. Inability to understand a word.
2. Inability to understand a sentence.
3. Inability to understand how sentences relate to one another.
4. Inability to understand the information fits together in a meaningful way (organization).
5. Lack of interest or concentration.

**Amit Maurya**

## Tips to Improve Comprehension Skills:

1. Read a variety of materials.  
Do not limit yourself to textbooks.
2. Read a fairly long portion of the material. Try to read an entire section or chapter instead.
3. Circle unknown or unfamiliar words as you read.

4. After reading, recall as much of the information as possible.
5. Consider how interesting the subject matter is and how much you already know about the subject.
6. Answer questions about the material after reading

\_\_\_**AMIT MAURYA**



## ***1.10 Technical Writing***

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⌘ ***Technical writing is a type of writing where the author is writing about a particular subject that requires direction, instruction, or explanation.***

⌘ ***This style of writing has a very different purpose and different characteristics than other writing styles.***

⌘ ***Technical document is written keeping focus on the type of audience being targeted.***

***—AMIT MAURYA***

## 1.11 Sentences

A sentence is a set of words that are put together to mean something.

### Requisites or Salient Features of Good Sentences

1. Brevity (Short Sentences): It should be brief and provide information in a concise manner.
2. Clarity: It should be clear without any confusion.

3. Simplicity: It should be written in a simple language.

4. Utility: It is done for some specific purpose.

5. Avoid repetition : Repetition should be avoided.

6. Choose appropriate words

**\_\_AMIT MAURYA**



## 1.12 Paragraph

A paragraph can be defined as a group of sentences or a single sentence that expresses a single idea, supported by evidence in the form of examples, thus forming a unit.

Requisites or Salient Features of Good Paragraph

1. Brevity (Short Sentences): It should be brief and provide information in a concise manner.
2. Clarity: It should be clear without any confusion.
3. Simplicity: It should be written in a simple language.

**\_\_AMIT MAURYA**

3. Simplicity: It should be written in a simple language.

4. Utility: It is done for some specific purpose.

5. Avoid repetition : Repetition should be avoided.

6. Informative: It should be used to give specific information.

7. Use of active voice : Active voice should be used as it is easy to understand and emphasis is laid on the subject and not on the object.

8. Choose appropriate words

**—Amit Maurya**

## Basic three sections of a paragraph:

1. Beginning - Introduce your idea.
2. Middle - Explain your idea.
3. End - Make your point again, transition to next paragraph.