

### MODULE 3

#### ENHANCING WRITING SKILLS



स्वाध्यायान्ता प्रमदः

STATE COUNCIL OF EDUCATIONAL RESEARCH TRAINING

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#### ENHANCING WRITING SKILLS

##### CHIEF ADVISOR

Ms. Punya Salila Srivastava, Secretary,(Education), GNCT of Delhi

Ms. Saumya Gupta, Director of Education, GNCT of Delhi

Ms. Anita Satia, Director, SCERT, delhi

##### ***GUIDANCE***

**Dr. Nahar Singh, Joint Director, SCERT**

**COORDINATOR and EDITOR**

**Ms. Ritika Dabas, Senior Lecturer, SCERT**

**Dr. Meena Sehrawat, Sr. Lect. DIET Ghumanhera**

**EXPERTS**

**Dr. R. Meganathan, Associate Professor, NCERT**

**CONTRIBUTORS**

**Ms. Ritika Dabas, Senior Lecturer, SCERT Dr. Meena Sehrawat, Sr. Lect. DIET Ghumanhera**

**Ms. Neelam Kulshreshtha, PGT**

**Ms. Rekha Rani Kapoor, PGT, DOE**

**Ms. Nirmal Bjalla, Retd. Vice Principal**

**CREATIVE CONSULTANT**

**Mudita Kulshreshtha**

**PUBLICATION INCHARGE SCERT**

**Sapna Yadav**

**PUBLICATION TEAM**

**Navin Kumar, Radha and Jai bhagwan**



## HIGHLIGHTS

### MODULE 1

**Listening and speaking: Pedagogical intervention and Assessment.**

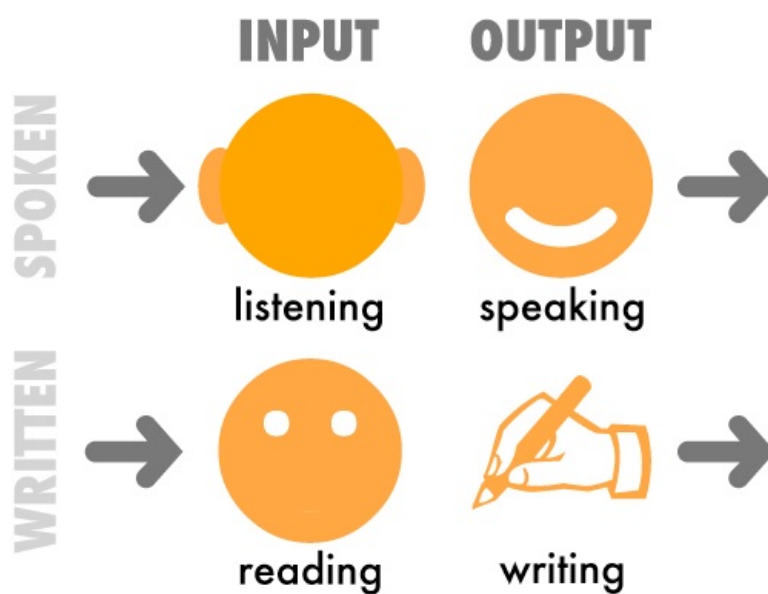
- v Listening Skill
- v Speaking Skill
- v Public Speaking
- v How to teach vowel

### MODULE 2

**Developing Reading Skills**

- v Enhancing reading skill
- v Understanding poetry
- v Study Skills
- v Selecting a reading

### MODULE 3



#### MODULE 4

##### Grammar and vocabulary enrichment

- v Vocabulary
- v Grammar
- v How to teach

#### MODULE 5

##### Text Books at a glance

- v Literature in language classroom
- v Teaching literary prose/story
- v Framing questions
- v Novel ways of teaching novel

#### MODULE 6

- v Preparing question paper

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## 1. English Language Education at Senior Secondary Stage

### English language at the Senior Secondary Stage

When our learners reach senior secondary stage they have undergone at least eight to ten years of learning English as a language. They have been exposed to English language and they can read and write and are expected to speak the language well. However, this is not always the case. There are situations where our students find it difficult to use the language well, be it reading, writing or speaking. We, teachers need to provide such opportunities for learners to get engaged with language and this happens by use. Learners need to use the language for their reading, writing, speaking, listening and learning other content subjects. Senior secondary stage makes it imperative on the part of our learners to read and use language as much as possible on their own for academic and other real life situations. We need to introspect how far we can create opportunities which enable them to use language. Textbook is not the only material for language learning. A good teacher needs to design worksheets and activities for use by learners to engage with language. This will make them good language learners and the language needs of learners will be enhanced as they enter university education or job market.

As a teacher we must provide them with the situations in which they can use the language in different contexts. Learners need to use the language in meaningful contexts in order to learn the language well.. It is generally observed by us while teaching that the learners may not know the structure and functions of the words they are using, but they know their meaning. The purpose is communication in a context. During the process, learners use phrases and sentences known as language chunks. The learners learn the language subconsciously without any anxiety and they start using them spontaneously in their conversations. We, as a teacher, should use their comprehensible input for further language learning situations. This 'input rich environment' where the language is seen, noticed and used by the learners helps them to learn the language and enhance the proficiency. It is just not enough to provide language rich input in the classroom, it is also necessary for the learners to interact with their peers ,the teachers and within the community. As per Vygotsky social interaction provides the substantive means by which learning occurs. This is based on his sociocultural theory, that social interaction is the most important stimulus for all learning. Two central concepts are "scaffolding" and the "zone of proximal development." "Scaffolding" refers to the way in which, with support from others, learners can reach levels of achievement which they would be unable to reach independently. This support often comes from teacher, parents and learners themselves may also provide it for each other. The "zone of proximal development" is the domain of performance that a learner cannot yet achieve independently but is capable of achieving with the help of scaffolding.

### 3. Language Education in National Curriculum Framework (NCF) – 2005

National Curriculum Framework - 2005 recommends a more holistic perspective on language proficiency and the need to support the learner with authentic contexts so that they can connect with their experience and life. Aspects of language should not be seen as discreet skills (like listening, speaking, reading and

writing) After all, when we are Speaking, we are also simultaneously Listening and when we are Writing, we are also Reading in a variety of ways. And then there are many situations (e.g. friends reading a play together and taking notes for its production) in which all the skills work in conjunction with a variety of other cognitive abilities. NCF2005 defines the objectives of language teaching-learning holistically as:

### **The Objectives of Language Teaching**

**a) The competence to understand what they hear:** They should be skilled at listening and Understanding in a non-linear fashion by making connections and drawing inferences.

**b) Ability to read with comprehension:** They should be able to construct meaning by drawing inferences and relating the text with their previous knowledge. They must also develop the confidence of reading the text with a critical eye and posing questions while reading.

**c) Effortless expression:** They should be able to employ their communicative skills in a variety of situations and they must be able to engage in a discussion in a logical, analytical and creative manner.

**d) Coherent writing:** The learner should develop the confidence to express their thoughts effortlessly and in an organized manner. They should be able to use writing for a variety of purposes and in a variety of situations ranging from informal to very formal. This is possible only if the learners' writings are seen as a process and not as a product. Children tend to improve their own output when they are given sufficient freedom and time to edit what they have written. Language teachers are encouraged to look at errors as stages in the process of learning.

**e) Creativity:** In a language classroom, a student should get ample space to develop his/her imagination and creativity. Classroom ethos and teacher-student relationship build confidence in the latter to use his/her creativity in text transaction and activities uninhibitedly.

**b) Sensitivity:** Language classroom and texts have a lot of scope to make students sensitive towards their surroundings, their neighbors, and their nation.

*(You may refer to National Curriculum Framework - 2005 and the position papers teaching of English and Indian languages at [www.ncert.nic.in](http://www.ncert.nic.in))*

### **4. Why this training package and How to use the module?**

The module for the teachers of English at the senior secondary stage has been designed keeping in mind the needs and demands of learners and teachers. Each module presents (pedagogical) ideas on Reading, Writing, Listening, Speaking, Vocabulary, Novels, Textbooks ,activities/ tasks for classroom use and reflections. This will be helpful for teachers to develop their understanding on different pedagogical interventions and practice these in their classrooms. Also there are assignments and projects for self learning.

There are total six modules in this training programme, out of which each teacher has opted for any two of the following modules:

I. Listening and Speaking: Pedagogical Interventions and Assessment

II. Developing Reading skills

III. Enhancing Writing skills

IV. Grammar and Vocabulary Enrichment

V. Textbooks at a Glance

VI. Novel Ways to Teach Novels

It is expected that the teachers:

- read the modules well and have interaction with their colleagues during the training sessions;
- reflect on the activities and assignments in order to make use of them in their classroom and design their own activities for their classroom use;
- read further the materials / book suggested at the end of each module as resource materials; and
- form groups, both on line and off line to continue the discussion and share ideas and activities which they carry out in and outside the classroom with learners and with other teachers.

*We invite suggestions and comments for the improvement of these modules. You may email your queries and suggestions at the following email ID.*

[ritikascert@gmail.com](mailto:ritikascert@gmail.com)

## ENHANCING WRITING SKILLS

### 1. INTRODUCTION

#### CONTENT

1. Introduction
2. Objectives
3. Why are writing skills important?
4. Types of writing
5. Assessing writing
6. Summing up
7. References and further reading

Writing is one of the modes of communication. Writing can be self-initiated, that is, we write to someone, or it could be initiated by others, when we respond to someone else's writing. Teachers need to make students aware that a piece of writing is an attempt to communicate something. When we communicate in writing we not only communicate simple ideas and information we communicate complex and abstract ideas. Writing needs to have a communicative purpose, strategies to maintain contact with the reader, a certain pattern of organization, as well as a coherent and connected pattern of texts. Underlying all this are certain ways of grammatically and logically organizing texts. This module present how a teacher can enable our learners learn to write well for various purposes.

### 2. OBJECTIVES

- To help teachers understand the importance of the skills of writing in learning a language
- To initiate teachers to understand the processes and strategies involved in writing
- To help teachers to design and develop different activities on writing
- To help teachers to understand how writing can be assessed
- 

#### Read and Reflect

**Here are some statements about writing in school. Do you agree with them? Give reasons for your agreement or disagreement.**

- Writing is something done by academics and experts
- Writing is very difficult
- Writing is very time-consuming
- Writing helps to reinforce the grammatical structures.
- Writing lets children think critically.

### **3. WHY ARE WRITING SKILLS IMPORTANT?**

Written communication is used more regularly than ever before. People write for academic or official as well as social purposes. Learning to write well develops over a period of time and students need to be equipped in writing skills to write well academically, professionally and socially. Writing well in English language has become an essential skill for success in academic and professional world and also for social relationship. It will improve students' grammatical accuracy, spellings, coherence, relevance of ideas and style. Classroom training in writing has to equip learners to be confident writer in order to become successful workers, professionals and to maintain good social relationship. This requires time and understanding to enable our learners to write effectively for purposes. Let's take a look at what our learners are required to learn in writing for purposes. Writing skills occupies major portion of our teaching-learning time and also thirty percentage of marks is allotted to writing. The varieties of writing format include:

**i. Short answer questions:** Notices, drafting posters, advertisements, writing informal and formal invitations and replies

**ii. Long answer questions:** Letters based on verbal and visual inputs

**iii. Letter writing:** Business, official letters, letter to the editor

**iv. Application for the job**

**v. Very Long Answer Questions:** Two compositions based on visual and / or verbal input (about 150-200 words). Output may be descriptive or argumentative in nature such as an article, a debate or a speech

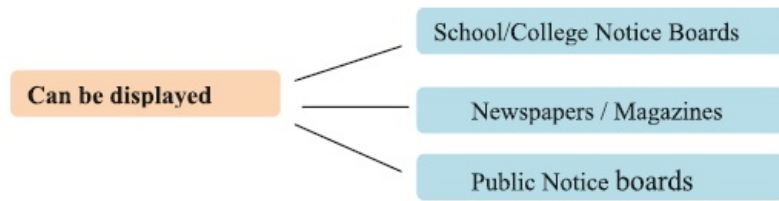
Let us now traverse through all the types and varieties of writing format we need to equip our learners with.

### **4. TYPES OF WRITING**

#### **1.1 Notice Writing**

**What is a Notice?**

A notice is a written or printed announcement or information. A notice may contain **news/information** about something/ an event that is likely to happen. It may be a formal announcement of public importance or an advance warning meant for compliance and information. Notices are pasted, clipped or published at a place where many interested persons visit to look for information. Notice **can be about a meeting, an event, an excursion/historical trip/ a picnic, lost and found, change of name/address/uniform/timings/venue etc.** In school teachers can put a notice to inform students about exam dates, change in syllabus, essay competition or educational tours etc.



### ❖ Features of a Notice

A good notice should have the following features:

- **Brief:** Notice should provide information in minimum number of words .About 40 to 50 words are enough. Sentences should be short ; no repetition; no introduction; only to the point information..
- **Complete:** Notice should provide complete information. If you are writing a notice about a competition, it should tell about participation criteria like age limit, fees if any, date, venue, chief guest, prize etc.
- **Authority:** Notice must include name of authority who is issuing the notice, e.g. in the case of watch lost in school playground it can be the teacher, principal, Head boy/girl etc.
- **Clarity:** There should not be any ambiguity in the information. Message should be straight forward. Thus brevity, completeness and clarity are the main ingredients of a good notice.

### ❖ Format:

- A notice generally has three parts- head, body and authority /contact person
- It includes the word 'NOTICE', date, heading, writer's name and designation
- Purpose of notice should be stated clearly
- Must answer the questions: What? When? Where? How? (also Why)
- Language Objective, third person and impersonal (Avoid 'I and 'You')
- Designation of the notice giver or the authority under whose purview the notice is given
- Date of notice is generally given at the top
- It is usually written in not more than 40-50 words

Here is a notice

Sample-1

**You are Prableen Kaur. As the Secretary of Science Club of your school, write a notice informing students about the Inter-school Science Exhibition encouraging them to participate.**

<p style="text-align: center;"><b>Science Club</b></p> <p style="text-align: center;"><b>SHISKA PUBLIC SCHOOL, NEW DELHI</b></p> <p>May 2, 20XX</p> <p style="text-align: center;"><b>NOTICE</b></p> <p style="text-align: center;"><b>Be a Scientist! Participate in the Science Exhibition!</b></p> <p>Students of classes VI to XIII are invited to participate in the Inter-School Science Exhibition in Adarsh Public School on May 20,20XX at 9.00 a.m. Competition will provide experiential learning giving students a chance to challenge their imagination and creativity.</p> <p>Those interested should submit their projects by May 10, 20XX for screening to the Science Club Committee.</p>
--



Prableen  
Secretary

## Sample-2

You are secretary of JNU library. There are changes in membership fees and book rental charges from next month. Write a notice for library notice board to provide this important information to the members.

### JNU LIBRARY

#### Notice

May 2, 20XX

#### Change in membership & rental charges.

JNU library is the most approachable and the biggest in the city. Library also provides facilities like Internet, and online booking. We are committed for quality. Keeping in view the increase in the maintenance of the library we are compelled to increase membership fees by 20% and book rental charges by 30% w.e.f .first day of the next month. I hope you'll bear with us.

Secretary

JNU library

### ❖ Practice Tasks

1. As president of the Students' Council of your school, write a notice in not more than 50 words asking the students of your school to donate clothes, books and bags for the APK Shiksha Kendra, a school for the underprivileged being run near your school premises.
2. The event management company, SKY Expeditions, has organised an Adventure Trip to Uttarakhand during the summer vacation for interested students of classes VII, VIII, IX and X. As In-charge of the Excursions Committee, write a notice in not more than 50 words informing students about the trip and inviting them to join.
3. Write a notice for the school notice board informing the students about the visit of the Chief Minister to your school on 20.11.20XX. Write the notice in not more than 50 words asking the students to maintain punctuality, cleanliness and discipline.
4. The Residents' Welfare Association, New G K Colony is organising a Diwali Bazaar in the locality. As the president of the association, draft a notice in not more than 50 words informing the residents about the same. Give other essential details about the Bazaar.

## 1.2 Designing Posters

Posters should be colorful and attractive. They must be drafted carefully to attract the attention of the readers, excite their imagination and influence their minds. Posters are read from a distance. Do not give many details in a poster. Highlight only important issue/issues.

Main Features of a Poster

### (a) Layout

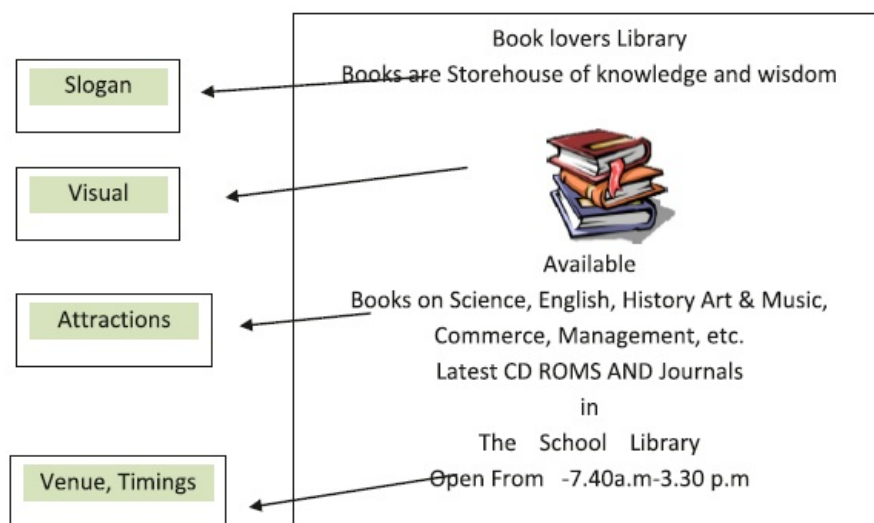
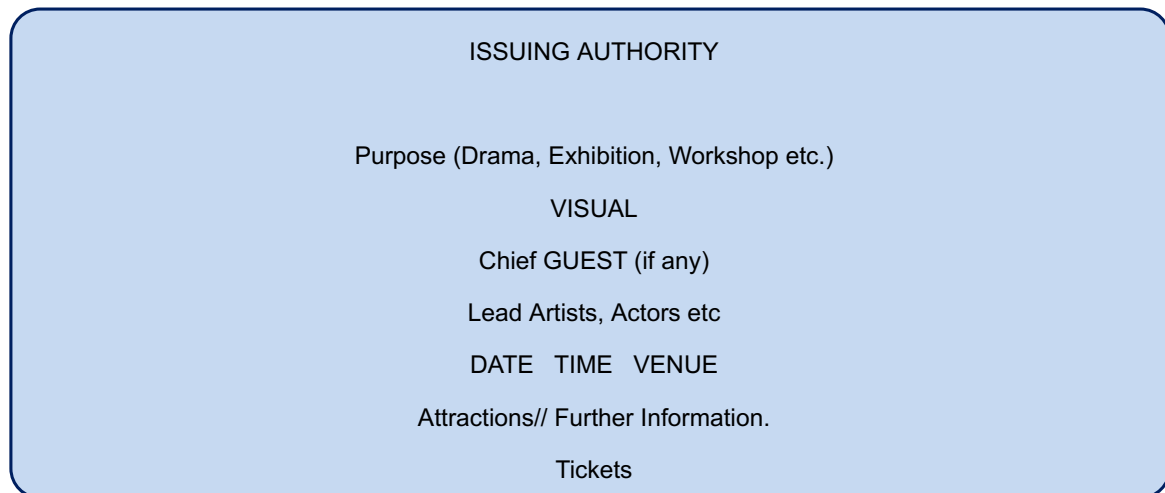
- Visually attractive/eye catching
- Title-suggestive/catchy
- Use slogan, jingle or short verse
- Sketch or simple drawings
- Font of different size
- Proportionate spacing, etc

**(b) Contents**

- Clearly mention the theme or subject of the poster
- Description or details associated with the theme
- Essential details like time, date, venue (for an event)
- Name(s) of issuing authority/organization, etc

**(c) Expression**

- Phrases, slogans, persuasive language
- Creativity in terms of content and design
- Overall organization and sequencing of the matter
- Observe word limit(usually 50 words)



Here is another poster

Design a poster making the public aware about the ill-effects of plastic on the environment and encourage them to use paper bags



#### ❖ Practice Tasks

1. Design a poster for promoting cleanliness in and around your colony.
2. Design a poster to create awareness about safe Diwali.
3. On the occasion of Anti Smoking Day draft a poster to highlight the evil effects of smoking.
4. Design a poster informing the residents of your colony about the yoga camp being organised in the auditorium of your colony.
5. Traffic congestion has become menace in the city. Design a poster about the problem faced by the commuters to be displayed in prime locations of the city.

### 1.3 Invitations

#### Formal & Informal

An invitation is a request to an individual(s) to grace an occasion and give away prize.

#### Formal invitations can be of two types:

- i. Printed invitation cards inviting guests to be present on a particular occasion. Such invitations do not include the name of the addressee.
- ii. Formal letter type addressed to a VIP inviting to preside over a social, cultural and educational function. In these invitations to VIPs the name of the addressee appears prominently.
- iii. Formal invitations are polite, pleasant and courteous requests.

#### Main Characteristics

1. A formal invitation is normally a single sentence presentation.

2. It is written in the third person e.g. Mrs. and Mr. Ramandeep Kalra request the pleasure of the company of Mrs. and Mr. Vimal Rai.
3. Formal invitations are generally printed invitation cards. We use them to invite guests on some auspicious occasions like birthdays, weddings, inauguration of shops, houses, etc.
4. Use of abbreviations is avoided.
5. R.S.V.P is mentioned in the bottom.
6. The invitation answers the questions who, whom, when, where, what, time for what, viz. the occasion, name(s) of the invitee, Name(s) of the host, Date, time and venue
7. The other details include name, designation and address of the organizer, sponsor or host or the name(s) of the chief guest or special invitees, in case of an official invitation.
8. Length of invitation (as per CBSE guidelines) is limited up to 50 words.

### Here is an invitation

Your sister Susmita is getting married to Adiraj (S/o Mr. & Mrs. S.M. Joshi, Nainital) Your father Mr. K.S. Khanna has planned to hold the wedding at Hotel Kunal, New Delhi on 25 May 20XX at 8 p.m. Write a formal invitation on behalf of Mrs and Mr.K.S. Khanna inviting guests to the auspicious occasion. Give other details and do not exceed 50 words.

Mr & Mrs K.S.Khanna  
request the pleasure of your company  
on the auspicious occasion of the  
**WEDDING**  
of  
their daughter  
**SUSMITA**  
With  
**ADIRAJ**  
(S/o Mr & Mrs S.M. Joshi)  
on  
Friday May 25,20XX at 8.00 pm  
at  
**HOTEL KUNAL**  
RTMarg Shantiniketan, NEW DELHI

RSVP  
9476262234

Programme Overleaf

### ❖ Formal Reply to wedding invitation

## Acceptance

22/41

Kailash Hills

New Delhi

May 22, 20XX

Mrs and Mr Raman Singh thank Mrs and Mr Khanna for their kind invitation to the wedding of their daughter Susmita with Adiraj on May 25, 20XX. With pleasure they accept the invitation and eagerly look forward to attend the auspicious occasion and wish the couple.

## Regret

22/41

Kailash Hills

New Delhi

May 22, 20XX

Mrs and Mr Raman Singh thank Mrs and Mr Khanna for their kind invitation to the wedding of their daughter Susmita with Adiraj on May 25, 20XX. They regret to inform that due to prior engagement they will not be able to attend the wedding. They wish the couple a happy married life.

You are the Secretary of APJ Public School. Draft a formal invitation to invite President Mrs. Karuna Singh of Literary Society of India to preside over an Inter School Declamation competition.

### ❖ Practice Task

1. Design an engagement ceremony invitation for your cousin Abdul who is getting married on 10th June 20XX
2. The Managing Director of New Engineers Limited desires to invite his staff for the Christmas Party on December 25th 20XX. Design a formal invitation for the occasion.
3. Green Valley School is organising its Annual Sports Meet on 22nd August 20XX. As Razaq Khan the Head boy design a Formal Invitation for the special occasion.

## Informal Invitation

### Main Characteristics

In informal invitations the tone and treatment is relaxed, informal and friendly. These are used to invite our friends, relatives and dear ones with whom we have intimate, personal and friendly relations. (mostly written in letter form)

- i. These letters are first/second person presentations.
- ii. Personal feelings and emotions find an expression.
- iii. The writer's address is given in the usual place.
- iv. The salutation is usually 'Dear' plus 'name'.
- v. The date of writing is given.
- vi. The style and tone are relaxed and informal.
- vii. The complimentary close is: "Yours sincerely".

### Sample :

Michael has got very good percentage in the final board examination. He wants to celebrate his admission to Shivaji Medical College, Nagpur by throwing a party to his friends. Write an informal invitation giving details of venue, time and date. Do not exceed 50 words.

33/427 Priya Vihar

New Delhi

July 15, 20XX

Dear Vanin,

You will be glad to learn that I have secured 98% aggregate in the CBSE AISSE

I have got admission in the prestigious institution - Shivaji Medical College, Nagpur. Before I leave, I would like to share a few happy moments of my life in the company of my old friends.

I am hosting a dinner in Hotel Kanishka, Man Sing Marg, New Delhi on May 23, 20XX at 9:00 p.m.

Please join the celebrations.

Yours sincerely,

Michael

### Acceptance

43/567 Vikas Marg

New Delhi

May 28, 20XX

Dear Michael,

I am thrilled to hear that you have passed CBSE AISSE in flying colours and have been successful in getting admission in the most prestigious Shivaji Medical College of Nagpur. I will be delighted to join you to celebrate the success.

Looking forward to meet you.

Yours sincerely

Varan

## Regret

43/567 Vikas Marg

New Delhi

May 28, 20XX

Dear Michael,

I am thrilled to hear that you have passed CBSE AISCSE in flying colours and have been successful in getting admission in the most prestigious Shivaji Medical College of Nagpur. I regret due to prior engagement I am flying to Mumbai the same evening. I wish you all the best for your future endeavours.

Your Sincerely Varan

### ❖ Practice Tasks

1. Mrs. and Mr. Vimal Arora wishes to celebrate their 25th wedding Anniversary. As Mr. Vimal write an informal invitation inviting their best friends Mrs. and Mr. K.P. Dogra. Build up necessary details.

2. You are Afsha Praveen. You have received a letter from your close friend, inviting you to attend the inauguration ceremony of a new shop that her father has opened. Write a reply accepting the invitation.

## 1.4 Advertisements

An advertisement is a popular medium that targets a large number of people by influencing their minds. It makes the public aware of services offered, buying and selling property, goods etc. Some advertisements are to find missing people and pets can also be given. '15D Medium through which one can advertise are Newspapers, TV, Cinema, Leaflets, Pamphlets and Public notices.

### There are two types of advertisement - Classified and Display

- **Classified Advertisement:** Classified advertisements are placed in a box. The heading should appear in the box. The content needs to be brief, to the point and clear. Grammatical accuracy can be ignored. Avoid articles and prepositions.
- It is important to make children understand the reason for being brief/concise. It is to convey more and pay less as the advertiser is charged per word or per column line or even per column centimeter.
- Concluding part of the advertisement has the contact number/address/availability.

**Every newspaper has a separate section for classified advertisements.** They are divided into categories or classes according to their subject matter and the function they perform.

- Advertisement can be for
- Vacant situations
- Sale and Purchase of property and To-let
- Educational institutions (recruitment, course, trainings etc)
- Missing person/pets
- Lost and Found
- Travels and Tours

**Display Advertisement:** Display advertisements appear in various sizes on most pages throughout the

newspaper. They contain artwork and other information that informs the customer about a business, a product or a service.

- Display needs to be effective, attractive. Illustrations and sketching, appealing language and witty phrases highlight and make the advertisement eye catching. Give detail of the product mentioning its special features. Every word must express an idea. However, brevity should not be at the cost of clarity.
- Give contact name, number, and address.

### **Classified Advertisement**

#### **SITUATION VACANT**

WANTED an experienced secretary for Gyan International School, possessing good correspondence skills, command over written and spoken English with a pleasing personality. Working knowledge of computers is essential. Typing speed of 60 w.p.m. and shorthand 100 w.p.m. Salary negotiable. Apply with complete bio-data within 15 days to Administrative Officer, Gyan International School, Ahmedabad.

#### **SITUATION WANTED**

Situation wanted for an experienced English teacher, hardworking, sincere and result oriented. Has taught class 11th and 12th students for 10 years. Well versed in writing skills and public speaking. Takes small group and individual teaching. Salary negotiable. Contact: Neena khanna@yahoo.com.

#### **FOR SALE**

Available dark maroon Huandai Gets, model 2014, mileage 94000 k.m in showroom condition. White Interiors intact. Perfect AC and Panasonic music system. Tubeless Good Year tyres. Insurance recently renewed. Smooth running. Interested please contact Sandy Roy on 9865743254.

#### **LOST and FOUND**

Lost a brown VIP suitcase in Shatabdi Express Train plying from Ranchi to New Delhi on May 10th, 20XX at about 6.00 pm. Contains Clothes and important insurance and Income Tax documents in the name of Vikas Gupta, Riko golden watch and parker pen. Finder will be suitably awarded. PI contact Vikas Gupta on 9823124365

#### **LOST and FOUND**

Found a brown VIP suitcase in Shatabdi Express Train plying from Ranchi to New Delhi on May 10th, 20XX at 6.00 p.m. Contains important documents and expensive clothes. Owner can claim it from recovery room, platform no 13 after indentifying the items on any day from 9.00 a.m. to 5.00 p.m.

### **Display Advertisement**

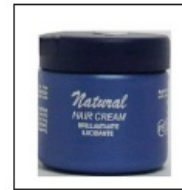


**Go Natural**

**Purely herbal**

**New Hair Cream 'Soft and Smooth'**

- To Give you that extra smooth feel
- No Chemicals added
- For Special YOU, Pamper yourself
- Available at all leading stores



Offer Till Stocks Lasts

Introductory offer- Buy one Get one free.

### Practice Tasks

1. You are Shijoy, a hardware engineer looking for a suitable job opportunity. Draft an advertisement for a local daily giving details about yourself in 50 words.
2. Draft an advertisement for the sale of old ethnic carpets. Give necessary information in 50 words.
3. Ashok found a pencil box in the school playground. He inserts an advertisement in the Lost and Found columns of the school news letter in 50 words.
4. A reputed multinational company is looking for a sales manager to promote their latest product. Draft an advertisement giving all necessary requirements in 50 words.
5. You have started a fast food joint in the nearby Anoop Market. Draft an advertisement for the same in 50 words.

## 1.5 Report Writing

Report is a description of an event or a happening that has already taken place. It is a factual account of an event or a sequence of events. Writing a report needs care full systematic and logical presentation of a written document. Report should preferably be written in the third person. It comprises of the following elements:

1. The purpose and the aim of Reporting
2. The place, time and date of the occurrence of (event or happening)
3. People attending/people organizing/people involved
4. Cause
5. Results

### Newspaper Report

- a) It should have a heading, date, place of origin of the news
- b) Name of the Reporter

### Relevant information

- a) What happened
- b) Where it happened
- c) When and how it happened
- d) The people involved in the event and their comments
- e) Conclusion / Your comments and recommendations
- f) Formal language and logical development of ideas

### **Report of an event or a function for the magazine**

- a) Nature / occasion of an event
- b) Date/time/place
- c) Names of the people involved, chief guest, important participants of the event (if any)
- d) Description of the programme
- e) Comments on the programme
- f) Conclusion

### **Let's take a look at a report**

#### **Investiture Ceremony - A Report**

##### **Leading Team**

Government Senior Secondary School, Uttam Nagar organized its Investiture Ceremony for the office bearers from senior wing on 17th May 20XX. The prestigious ceremony began with the arrival of the Chairperson, Mrs. Rohini who hoisted the school flag. The Head Boy, Vikas Sharma, Head Girl, Mandeep Kaur, School Captains, Prakash Khanna and Sanjiv Dhar along with other office bearers received their badges and took the pledge to abide by the school's motto : Simplicity, Service, Loyalty and Truth. Principal, Ms. Radhika Sangal congratulated the office bearers and called upon them to honour the responsibility and trust bestowed upon them and to become a model for the others to follow.

##### **Bus Accident-A Report**

Students of Ravi Public School had a miraculous escape when their school bus rammed into the railing of the bridge on Sri Fateh road near Khanpur village on Tuesday morning. The driver of the bus lost control. Police booked him for negligent driving. A few students were injured in the incident and they were immediately rushed to GMSH, Sector 20. The students were discharged after first aid as all of them had suffered minor injuries. According to first hand information, bus driver Govind Singh was heading towards Lodhi Road after picking students from S. D. market place. When he reached the bridge on Sri Fateh road near Khanpur village, he suddenly lost control of the bus and hit the railing of the bridge. The parents and members of the family of the students, however, were angry and blamed the school for appointing such a careless driver. A case of negligent driving was registered at the Sector 17 police station.

### **❖ Practice Tasks**

**1. Write a Report in about 150 words on Blood Donation Camp held in your school for public for the**

**school magazine.**

**Hints:** Organizers - date -occasion - venue - age - inauguration - by donating blood - long queue -ex student - others - proper hygiene doctors - nurses - disposable- refreshment- certificate

**2. Write a report in about 150 words on the earthquake that struck north east part of the country on July18,20XX for the HT Times.**

**Hints:** Powerful earthquake—measuring- rocked -devastated -killed - still buried— rescue operation-joint effort - more assistance required - food -medicine -clothes - monetary contribution cheque/draft in favour of Chief Minister's Relief Fund - Donation is exempted under section 80G of the Income Tax Act.

**3. Newspaper Report Road Accident**

**Hints:** Noida-17Kms from Delhi—accident-bus fell over-flyover-speeding Driver drunk-injured-dead-lifted to hospital-conclusion.

**Hints:** Road rage - Car speeding -jumped red light-hit scooter -clash -slapped- crowd -revolver -dies-car driver fled-police.

## 1.6 Letter Writing

Why do we write letters?

- We need to communicate for different purposes.
- It is much more personal than a report.
- In business dealing, it represents the company's image and your competence of expression.
- It is also used as an official or legal record of any agreement.
- You also need to write a letter (C.V, i.e cover letter) if you are a job applicant.
- A letter in the sender's own handwriting is more personal than an email
- Letter writing leads to the mastery of the technique of good writing.

### Formal and Informal letters

FORMAL or business letter is a letter written in formal language, usually used when writing from one business house to another, or for correspondence between organizations and their customers, clients and other parties.

**INFORMAL LETTER:** They are letters written to friends and relatives.

### Rules for Writing Formal Letters

There are number of conventions that should be used when writing a formal or business letter. Furthermore, you try to write as simply and as clearly as possible, and not to make the letter longer than necessary (do not beat around the bush). Remember not to use informal, casual language and contractions ((I've, won't).

#### The Heading / Addresses:

- 1) Your Address The return address should be written in the top left-hand corner of the letter.
- 2) The Address of the person you are writing to The inside address should be written on the left, starting below your address.

**Date**

Write on the line after the address you are writing to. Write the month as a word.

**Salutation or greeting**

1) Dear Sir or Madam,

If you do not know the name of the person you are writing to, use this. It is always advisable to try to find out a name.

**Subject:** State the Purpose of writing the letter very concisely.

**Body of the letter:** This forms the main part of the letter. It should be written in simple, direct language divided into three paragraphs, unless it is very short.

**Complimentary close:** This is the leave taking phrase. It is written below the last line of the body of the letter and depends upon the degree of relationship between the writer and the addressee like

**1) Yours faithfully**

If you do not know the name of the person, end the letter this way.

**2) Yours sincerely**

If you know the name of the person, end the letter this way.

Please note, an apostrophe (') should never be put before 's' in Yours. It is a very common error to write Your's. The correct way is to write Yours.

**The signature**

This is written below the complimentary or leave taking phrase. Write your name, then put your signature above.

**First paragraph**

The first paragraph should be short and state the purpose of the letter clearly and concisely e.g. to make an enquiry, complain, request something, etc. (avoid beginning with T. Use passive voice where possible)

The paragraph or paragraphs in the middle of the letter should contain the relevant information regarding the writing of the letter. Most letters in English are not very long, so keep the information to the essentials and concentrate on organising it in a clear and logical manner rather than expanding too much.

**Last Paragraph**

The last paragraph of a formal letter should state what action you expect the recipient to take- to refund, send you information, etc.

**Sample business letter**

R.K Flour Mill

2/35 Saket

New Delhi 110063

May 5, 20XX

Ms. R K Bansal

The Cooking Store

767 Central Plaza

Industrial Point, CP 68534

Dear Ms Jaideep Singh

Sub : Payment due for three months

It has come to my attention that your company, The Cooking Store has been late with paying their invoices for the past three months.

In order to encourage our customers to pay for their invoices before the due date, we have implemented a discount model where we'll give you 2% off on your invoice if you pay us within 10 days of receiving the invoice.

I hope that everything is going well for you and your company. You are one of our valued customers, and we appreciate your business. If you have any queries, you can feel free to contact us at 011 2923XXXX

Sincerely,

Signature

### Letter of Complaint

You are Meenakshi Sharma, staying at 44, Malvia Nagar, Delhi. You bought a mobile phone from Cell Phone Villa, Sarojani Nagar, Delhi. The phone developed a problem within a few days of the purchase. Write a letter to the Sales Manager of the showroom complaining about the defect and seeking immediate replacement.

44, Malviya Nagar

Delhi

May 28, 20XX

The Sales Manager

Cell Phone Villa

Sarojini Nagar

Delhi

Sir

**Subject: Complaint against defective mobile phone**

This is to bring to your kind notice that I bought SAMSUNG N73 mobile on May 10, 20XX vide receipt no.SA/906 from your showroom.

I regret to inform that after ten days of using it, problems started to appear. The flash of the camera is no longer working. Also, the display screen is getting blurred which makes it difficult for me to see the SMS messages clearly.

I called on the phone number given on the receipt slip and verbally complaint to Mr Verma who received my call. To my surprise no action has been taken till date

Under the terms and conditions of the sale, the phone carries a guarantee of two years towards any defect. You are, therefore, requested to replace the Mobile Phone at the earliest so that I would be spared

from further inconvenience.

If no action is taken within one week from your side, I will be forced to knock at the doors of the consumer court.

Looking forward to a favorable reply.

Yours faithfully

Signature

Meenakshi Sharma

### Application for a job

You are Josh Mathew, a resident of C-207, Block-D, MayFair Garden, MBA from Amity University, You come across an advertisement in the Times of India published by HDFC Bank, New Delhi. Write an application for the post of Business Development Manager.

C-207, C-Block

MayFair Garden

Delhi

May 20,20XX

The Manager

HDFC Bank

New Delhi

**Subject: Application for the post of Business Development Manager**

Sir

With reference to your advertisement in the Times of India dated 16th May 20XX inviting applications for the position of Business Development Manager, I hereby offer my candidature for the same.

As regards my qualifications and experience, I am enclosing my bio-data to enable you to make an assessment of my suitability for the given post. In case my application is considered, I am available for the interview at any time suitable to you.

If selected, I assure you that I shall work with utmost sincerity and dedication and to the full satisfaction of my seniors and the company.

Looking forward to a favorable response.

Yours faithfully

Josh Mathew

### Bio-data / Curriculum Vitae

Name: Josh Mathew

Age & Date of Birth: 25 Years 20.02.19XX

Father's name : Mr. Raman mathur

Father's occupation : Manager, STD Bank

Address: C 207, Block D, MayFair Garden, N Delhi

Telephone No: 9898445536

E-mail I.D: vimal@vahoo.com

Sex: Male

Nationality' Indian

Academic Qualifications:

Examination	Board/University	Institute	Percentage
AISSE	CBSE	ABC School	93%
AISSCE	CBSE	ABC School	85%
B.Com(Hons.)	Delhi University	Ramjas College	75%
M.B.A	Amity University	Amity School Of Management	76%

Work Experience: 1. Have been working as a Assistant Manager at HDFC Bank from last year

2. Worked as Business Executive at XYZ Bank for 1 year

Languages Known: English, Hindi

Skills: Excellent communication skills, Negotiation skills

Hobbies: Painting, Singing

References: 1. Dr. Ramesh, Professor, Amity University, 98234XXXXX

2. Mr. Anoop Single, Manager, HDFC Bank, 987355XXXX

I hereby declare that the above information is correct to the best of my knowledge.

Place:

Signature:

Date:

#### Letters to the Editor

- To share an opinion and one's views with general public through the newspaper
- To create awareness about certain issues.
- To disagree with some important point and offer another point of view on a published news item or

an article.

**Look at a letter to the editor here.**

3 Jelum Road

Srinagar

May 25, 20XX

The Editor

Subha Times

New Delhi

Sir

Through the columns of your esteemed daily, I wish to voice my deep concern about crime against children.

When these little children should be going to school and playing, they are made to work day and night and exploited by their employers. Though our Constitution grants freedom and right to play and education to every child, we find so many children enslaved in affluent houses, tea shops and factories doing menial jobs. The laws governing child abuse generally do not help them as there is nobody to fight for their cause. The factory owners find cheap labour in these children and the affluent class find these children as handy domestic help.

These children are the sole bread winners for their families and helpless to raise their voice against the injustice done to them. Their only hope lies in the voluntary organizations. Therefore, the government and the concerned authorities should frame suitable laws against child abuse and enforce these laws stringently taking disciplinary action against the perpetrators of child abuse of any kind.

Sincerely,

XYZ

**Informal Letter**

We write informal letters for personal purposes. It has six parts: return address, date, greeting, body, closing, and signature line

- The return address and date are not required when writing to very close friends
- It has a comma after the greeting It has the return address and date (if used) at the left margin
- It has paragraphs that are indented
- It uses language that is casual and would be used in conversation

3/14, Mumbai

20 May 20XX

Dear Shalini,

How are you? It was nice of you to visit us, my mother was really touched by your presence at the hospital. I wanted to thank you for being such a good friend. You are always around when I need you, and the best part is your patience to listen when I need to talk. You are one of the most important person in my life, and when I count my blessings I always think of you. I don't think I could have got through the last few years



without you. Through career changes and home moves you were always around to lend a hand and tell a joke. I appreciate that more than you know.

Thank you again for being such a great person and wonderful friend.

Love,

Rekha

### ❖ Practice Tasks

1. You are Rama/Raman residing at 75 A, Nehru Nagar, Bhopal. An open and well maintained park meant for the residents and children of your area will soon be converted into a shopping complex. Write a letter to the commissioner of Municipal Corporation, Bhopal, requesting him not to disturb the park which is the only open space in your area. Also suggest an alternate space for the shopping complex away from the residential area, giving suitable reasons.

2. You were always disturbed at the non availability of the essential commodities in the Fair Price shop of your area. You felt relieved after reading the news that Lok Sabha has passed the Food Security Bill that aims at providing food grain at price much below the market rate to the poor and the needy. Write a letter to the editor of The Hindustan Times, expressing your views and suggestions to the Government regarding the implementation of the bill so that it may not prove to be just a poll gimmick.

## 1.7 Article writing

An article expresses the personal opinion of the writer. The input for the article may be in the form of verbal / visual. The output is descriptive or argumentative. It is written to present information on a variety of themes in about 150 -200 words. It can be

- describing an event, person, his life and actions
- describing a place
- narrating an event
- expressing views on some issues of social interest
- expressing arguments in favor of or against stated or hypothesis or events

### Types of Articles

- Magazine articles
- Newspaper articles

Before writing an article the essential questions students often ask is - How to begin? What Next? and so on.

The following steps can be discussed with students

### STEP 1: Focus /Ponder on the given or selected Topic.

If the / your topic is broad, narrow it e.g. instead of writing about how to decorate your home, try covering how to decorate your home in country style on a low budget. That's more specific and, as such, easier to tackle.

**Then write a rough, draft,** including everything you can think of.(brain storming) Stay loose, avoid getting analytical, and enjoy the process of sharing what you know. When you're done, you'll have the bare bones of an article that you can now elaborate.

### STEP 2: Address your audience's needs.

While writing points keep in mind that an article is like a direct conversation with the reader. The exam question might tell you who your readers are. For example, the students at a school, or the people living in a town or people who are interested in sports. Everything you write must speak to that reader and engage their interest right from the first sentence.

### **STEP 3: Content**

Think of a title that is eye catching and that encapsulates the theme. Write content that is - clear, accurate, and offers a balanced view of an issue. Use Paragraphs that

- keep in line with the theme
- there should be two to three paragraphs that bring out the cause- effect relationship
- write, suggestions, personal observations, predications and give a thoughtful conclusion
- Originality of ideas is very important

### **Helpful tools to make the article effective. You can add**

- Quotes by well-known people
- Definitions
- Anecdotes (short, illustrative stories about yourself or someone else)
- Quotes and examples from people like the reader or from popular books on the subject
- References to other media (film, television, radio)

### **STEP 4: Read your rough draft**

When you read your draft, ask yourself: Is it working? Is it too general, too lightweight, uninteresting, unclear or choppy? If your narrative goes on and on, or off in too many directions, break it down into key points indicated with subheadings.

### **STEP 5: Read and Revise**

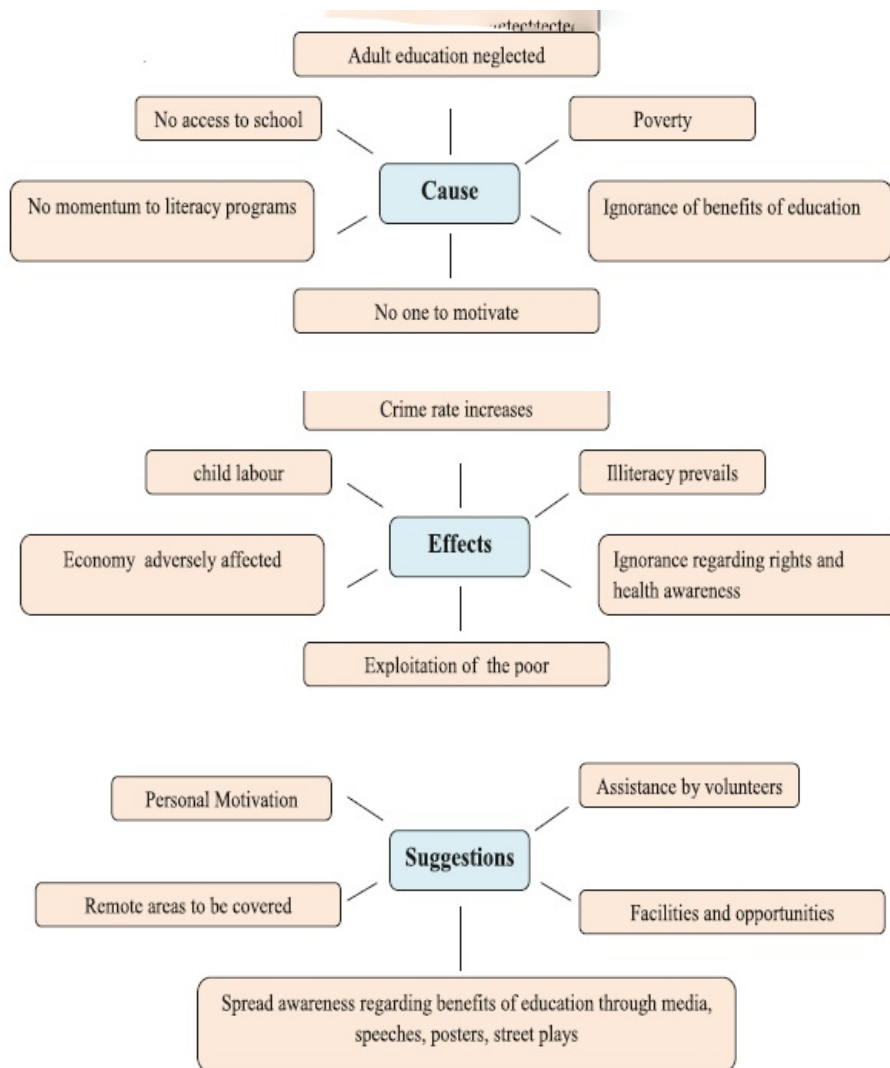
Catch your errors or omissions:

- Did you adequately describe the ingredients/supplies needed in order for the reader to complete the task?
- Did you include all the important steps?
- Is the order logical?
- Did you use words that indicate sequence: first, next, then?
- Did you warn readers of possible pitfalls?

### **Make sure your Article is interesting**

For an article to work, it has to be engaging enough to read all the way through. Remember how bored the examiner must be after reading fifty exam papers. Make it easier for them to get a good impression about your writing by entertaining them. Add humour, real life or made up examples, or quotes.

Supposing you have been asked to write an article on the topic, 'Illiteracy is the root cause of all the problems. Focus on the -cause, effect, suggestions. Make points under the headings.



### Here is a sample article

#### Illiteracy the root cause of all evils

The major source of problems in our country is illiteracy. It lies at the root of everything that hinders the progress of our country as it gives birth to many other issues like poverty, unemployment, child labor, population burst and many more.

Though after a lot of effort children of today no doubt have some chances of getting education - at least the touch of it. But the grown up adults never had the opportunity of feeling the light of knowledge and blindfolded they move about their orbit of life. Attaining primary education should be the minimum goal of any individual, yet if circumstances do not allow that, the person should at least be a literate. A person aged seven and above, who can both read and write with any understanding in any language, is treated as literate.

If the country has to progress it is essential to give a momentum to literacy programs through posters, counseling, street plays and personal visits. People have to join hands with the Government and the NGO's who can take help of the senior students and volunteers to hold group classes for the underprivileged by giving them an incentive for their services in the form of certificates and letters of appreciation. The media too can help in spreading awareness regarding the benefits of Literacy and education through documentary films and advertisement.

It is high time people in power realize the urgency to act now to solve this serious problems by providing facilities and opportunities to eradicate illiteracy which is the root cause of all evil

#### ❖ Practice Tasks

- i. Write an article on the theme, 'Smoking, a silent killer' in about 150-200 words.
- ii. Write an article for the Education Times Magazine on the theme, 'Value Education is the need of the hour' in about 150-200 words.
- iii. Write an article in 150-200 words on, 'Service before Self'.

### 1.8 Writing a speech

Before you begin to write a speech you need to be aware of

- **WHO** you are writing your speech for (the audience)
- **WHAT** your speech is going to be about (its topic) - the main points ranked in order of importance with supporting research
- **HOW** long it needs to be e.g. 3 minutes, 5 minutes...

Having an overview or outline will reduce the time and possible stress involved in writing and preparing your speech.

There are four essential steps to be kept in mind

#### 1. Preparation

- deciding on your topic
- considering the audience and refining your topic to suit them
- deciding on the purpose of the speech
- choosing an organizational method to support your speech purpose

#### 2. Introduction

- opening greeting and attention getter
- defining your thesis statement (a summary of what your speech is about)
- establishing your credibility
- an overview and the benefit to the audience

#### 3. Body

- transition or link between introduction and body
- main ideas with supporting ideas
- examples and details

#### 4. Conclusion

- summary of main points
- closer or call to action

**The basic speech format is simple. It consists of three parts:**

1. an opening or introduction
2. the body where the bulk of the information is given
3. an ending (or summary)

#### Example

Think of it as a sandwich. The opening and ending are the slices of bread holding the filling (body)

together.

You can build yourself a simple sandwich with one filling or you can go gourmet and add up to three or even five. The choice is yours.

But whatever you choose to serve, as a good cook, you need to consider who is going to eat it! And that's your audience.

So with them in mind, prepare the speech first.



Begin with the most important idea/point on your outline.

Consider **HOW** you can explain (show, tell) that to your audience in the most effective way for them to easily understand it. A good speech is never written from the speaker's point of view. It is always written from the audience point of view.

- **Introduction:** Make a witty beginning with a suitable, appropriate quotation, anecdote or a startling thought provoking question to catch the attention of the audience/ readers
- **Body:** Give supporting data for whatever you say or right to make credible, contains advantages/ disadvantages, results, effects etc. Use phrases, personal experiences. Emphasize main points by using comparison, quotes.
- **Language:** It should be conversational, friendly, appealing to target the audience/ readers. Avoid abbreviations and repetitions. Humor, originality of ideas, word power should be the hallmark of your speech.
- **Conclusion:** While summing up your speech, be brief but thought provoking. It should have long lasting impact on the readers. For example, end with a question. Thank the audience at the end of the speech.

**Here is a speech on farewell to outgoing class XII students.**

### **Learning TO BE...**

Dear Young Friends,

Time has come which, it appears, we have been waiting to face. We are at the threshold of our adult hood and higher education. Believe me, in way, **REMEMBER LIFE BEGINS NOW**. Let's prepare and face life which is not going to be always a bed of roses. We need to struggle and work hard to make our career and to be a good human being in order to serve our people and those, who like us, struggle to make a living whatever ways and means possible.

This is the time to recall our schooling experience, those joyous moments and so called bad experiences, will become fond sweet memories. These twelve years of formative years of life becomes nostalgia and we reminiscence the happenings of classroom and outside classroom as not simply things of past, but as building blocks of our childhood into adulthood, in other words, we have been made and shaped into men and women through the instrument called school. Thanks to the school and those were and are in school, the teachers and other members of staff, and above all those who have been our friends and are our friends for long and have been doing everything possible on earth with us. Those laughing, giggling, fighting, quarrelling and learning and unlearning with our friends will remain with us till the end of our lives. Let us thank each and every one who contributed to make our school life a pleasant one which has made you to stand what you are today.

We also need to fondly thank our parents but for whose sacrifices we could not have come to this school,

got education of this quality and stand here looking forward to a guaranteed future. Let's thank them.

Now, the most serious thing which we face in the forthcoming week i.e. the examination. We have been preparing for a long time and are confident that we will do very well. We will try our level best to make our mark in this examination too. Some piece of advice dear friends for you to consider,

Firstly, plan your time for study, eating and sleeping. I mention eating and sleeping because with these two aspects you would be able to concentrate better on studies.

Secondly, study as you feel for an hour or two hours continuously and give a very short break of five to ten minutes in between. Then close your eyes and recall whatever you have studied. This is called reflection and this helps in reinforcing the ideas you have learnt and think about it.

Don't bother, if you are not meeting your deadlines as planned. Continue and complete. DO NOT PROCRASTINATE (i.e. thinking what to do and not doing anything) IT KILLS TIME. Start doing things.

Believe whatever way you are studying is the best way and that will fetch you success. IF YOU THINK YOU CAN DO, YOU CAN DO AND YOU WILL DO BECAUSE YOU ARE DOING. I WISH YOU ALL SUCCESS IN THE EXAMINATION AND FOR YOUR FUTURE.

### **Practice Task**

#### **Topics for speech**

1. Write a speech in 200 words on Safety Saves.
2. Reality shows on various TV channels is the latest craze. How real are they?
3. Write a speech stressing upon the need of compulsory value education.
4. Write your view as a speech on the merits of Right to Education of every child.
5. How can we reduce the burden of examination? Write a speech in about 200 words.

### **Writing an argument for a Debate**

#### **1.9 Debate writing**

Debate is an effective way of communicating a message to a large audience. It is a persuasive manner of writing /speaking with the aim of converting the view of another person, or an audience, to your own point of view. In this writing / speech, the speaker writes / speaks either for or against the issue being discussed. It is a battle of words and beliefs.

#### **Value points: There are three steps in a debate:**

- Bring the audience to you
- Convince the audience
- Defeat your opponent

#### **Format of a debate**

- **Salutation:** Address the jury and the audience.
- **Introduction:** Begin with catchy introduction in the form of an anecdote/ quotation, question or thought provoking question.
- **Main points:** Be clear and accurate in what you want to state, Argue your point of view giving 2-4 examples / points to support your argument.
- **Develop points:** validate them with relevant examples, statistics, etc
- **Conclusion:** State your own opinion or views strongly in the concluding lines to emphasize your stand on the issue.

#### **Points to remember**

- Open by addressing the audience with 'Respected (name of the chief guest), members of the jury, and dear friends', or begin with a simple 'Good morning, ladies and gentlemen'.

- Begin the first paragraph by making your stand clear, that is, mention 'the motion tabled before the house ...' and state whether you're speaking /writing 'strongly in favor of...' or 'firmly against...' the issue.
- Use language that is persuasive and powerful.
- At least one point could be built up by asking a series of questions for more effective presentation. For example, instead of making a statement such as 'child labour is prevalent even today, it would be more effective if the point was conveyed thus— 'In today's much aware and child friendly modern world, may I ask why child labour is still prevalent.'
- Conclude humbly, not triumphantly, leaving it to the audience to judge or with your strongest point and reiterate your stand once again (use a quotation if possible).

## Debate 1

### **Debate in favour of the motion, Humans are responsible for the possible end of life on the earth.**

*If the creator of this wonderful earth comes down to see if everything goes well with His creations, He will definitely ask just one question to the innocent animals and birds and reptiles, "Why haven't you eliminated them, the brainless humans?"*

*Honored listeners and my worthy opponents, the answer that the animals, birds and reptiles would have given to the creator is what I am here to talk to you in the debate over the ecological, environmental crises brought about by the only species that ever attended schools.*

*I will say that we have learnt practically nothing other than the ways and means to kill the earth, kill the fellow beings and consequently to kill ourselves. Our development activities didn't make any constructive achievements, rather they wiped forests away, dried rivers up, made new deserts, melted the icebergs to ice cubes, poisoned the fishy sea, dug out the petroleum only to send it up into the air to pierce the ozone layer to bring cancers down.*

*Believe me friends, our ipads and our satellites won't give us testimony when one day the millions of animals and birds would turn to destroy us. Our Universities would not teach us a way to escape the wrath of the reptiles whom we have chased away from their abodes, the standing trees the rest of whom we have ruthlessly slayed would not give us shelter on a day when the night temperature will fall to minus fifty and the day would burn as fire under our skins.*

*So, with clear conviction I can say that we the humans have no way out; we have brought the earth closer to the Sun and therefore let's get ready for the doom's day.*

*Thank you.*

## Debate 2

### **Write a debate in favour of the motion, online smart classes are the future education style.**

Honorable judges and worthy audience.

If you have old views and dare to think that computers will be distracting children from studies, with a sincere sorry for you, let me tell you that the young generation has gone a long way with computers!

When most parents think of learning from computers, socializing websites like face book appear before their eyes. It is the biggest cyber tragedy. There are definitely a large number of sites beyond the just face book. I am not here to debate if these social networking sites are doing good or bad - certainly they do both - but I am here to talk about the endless possibilities of computer and internet based teaching method.

Khan's academy, Baiju's teaching app, learn-next, merit-nation, good-reads...the list of online teaching platforms is endless and ever growing. There are millions of students and teachers who use these websites and apps for their exam-preparation. They are mostly free is what makes one turn away from

traditional paper-guides. With a smartphone in every hand, city and village alike, these online libraries are within everyone's reach. Google has already been replaced, now its is Guru because this guru gives us knowledge.

With seven hundred billion population and six hundred trees, it is the need of the century to minimize the use of paper. In this context you can find no better solution than Learning. Rather than living the life of a consumer, let's be contributors. Instead of buying paper books, let's buy eBooks. Instead of collecting a thousand books in our shelves, let's convert our phones or computers a virtual library and learn.

### Practice Tasks

#### Topics for Debates

- i. Write a debate in favour of or against the motion, 'Death penalty should be abolished.'
- ii. Write a debate in favour of or against the motion, 'Money is happiness'
- iii. Write a debate in favour of or against the motion, 'Social media is a boon or bane'
- iv. Abolition of examination at the end of class X supports learning.
- v. Use of mobiles helps learners to learn well.
- vi. IPL Cricket has spoiled the sport.

### 1.10 Writing a Factual Description

**1. List the Facts:** Factual description of a process or an event that requires a step by step account of an activity, experiment, procedure. The ideas should be systematically presented with important points coming first followed by not-so-important points. Heading is an essential part of it and should be short and crisp.

**2. Format** You usually start writing factual descriptions by writing the title at the centre and then following it with regular paragraphs .The factual descriptions would generally look like the following.

#### 3. Content

- When did the event occur, venue of the event
- Sequence of programme
- Information about participants/chief guests/judges
- Kind of organization, people responsible for programme / arrangements
- Results, if describing a contest

#### 4. Place / Location based

- Location
- Dimensions
- Special features about the place

#### Example

**Place/ Location:** Use simple words: pathway, classroom, gym, bedroom or a specific place if that is important like the hall at Vigyan Bhavan. Describe important places in depth. You don't have to go on and on for paragraphs, but make sure that your description is thorough.

**Start big and zoom in:** Begin the description with big information, then get smaller. For example: The Day boarding Middle School "gymnasium" was a half-court slab of pavement at the back of the cafeteria. One basketball hoop stood at an eighty-five degree angle on one end. What remained of the net looked more like two shoelaces tied together. (We start with the gymnasium, which is biggest, mention that it's outside, mention the hoop, then the net, which is smallest.)

#### 5. Person based

- Physical attributes
- Intellectual and emotional qualities



- Others' perception about him/her
- Any other relevant trait of him/her by use of an incident

## 6. Object based

Physical description (colour, design, material used, etc)

- Utility value
- Special features about the object

## 7. Language

The language used should be semi-formal in nature. Try to be simple, attractive and appealing. You should make your factual description in such a way that it shows your **observation skills**.

**8. Use specific words.** Always use the most specific word. Specific words in description really help paint a picture in the reader's mind. You want them to see things in as few of words as possible, so make every word count! For example: rocky cape, rusty iron bars, freshly mowed grass, a cluttered desk, colossal pillars, etc. All these phrases paint pictures in your mind.

**9. Use metaphors and similes:** Use these whenever possible. They provide the reader with an instant visual. For example: An impressive stone building loomed over ten stories high. **The top tapered into a point, tier upon tier like a square wedding cake.** A large staircase marked the entrance. (Can you picture the top of the building?)

The following is an example of an **object based** factual description.

### Washing Machine

A washing machine is a convenient appliance that is used for washing clothes. The automatic washing machine has a central drum that is used for holding the clothes. There is a dispensing tray, where the detergent and additives can be put in. The control panel has knobs which control the temperature and allow users to select different modes of operation. The drum also helps to dry clothes by spinning like a centrifuge machine. A washing machine is usually made of metal parts but some of them are reinforced plastic. It may be front opening or top loading.

<b>Product Approach</b>	<p>Traditionally, the teacher alone has been the audience for student writing. While the students write a certain assignment or homework, the task of the teacher is generally taken to be the one of evaluator. However, this approach, though quick and efficient in terms of evaluation, has certain disadvantages. Here are some of them:</p> <ul style="list-style-type: none"> <li>• This approach focuses on the finished product; the writing is seen as a product that needs to be completed by the student. However, as outlined earlier, writing often is a collaborative process and essentially interacts with the audience. If in a classroom, the audience is always the teacher and the purpose of writing is always evaluation, then the product may not fulfill the criteria of writing at all.</li> <li>❖ This approach is extremely teacher-centred; there is often anxiety among children to write since the teacher at no point of time is <i>involved</i> in the process of writing. The teacher thus, just remains an evaluator and not a facilitator as mentioned in the NCF -2005.</li> <li>❖ This approach often involves behaviourist models of writing which has substitution tables or gap-fill exercises. Though these kind of activities are useful for evaluation, they may not develop the skill of writing efficiently.</li> <li>❖ Since there is minimal guidance on the part of the teacher on content and organization of the students' writing, the student does not really learn <i>how to write</i> but instead learns <i>how to write to be evaluated</i>.</li> </ul>
<b>Process Approach</b>	<p>Recently, there has been a move away from the product approach to the process approach. Teachers who use the process approach keep in mind two crucial aspect of writing: enough space and time to students to generate and try-out new ideas, and feedback on the content of their writing. The following stages can be followed in the process approach</p> <ul style="list-style-type: none"> <li>❖ The focus in this approach is on the process itself. This does not mean, however, that the product, the completed written piece, is not important. But the belief in this approach is that enough investment is</li> </ul>

	<p>made at the level of process itself, then the product would automatically follow to be better organized.</p> <ul style="list-style-type: none"> <li>❖ This is a Learner-centred approach and the focus is on the production, generation, dissemination of ideas among the learners. The focus thus shifts away from the product to the process – what are the students engaged in rather than what are the students producing?</li> <li>❖ In this approach, Prewriting, drafting, editing, and re(re)vising are essential aspects of the process. The teachers acknowledge the fact that writing is not an easy process and it is often messy stumbling from one point to another. It often involves quite a lot of re-ordering, re-sequencing, re-writing, adding, deleting, drafting etc. The teachers need to acknowledge that this process is as important as the finished product itself.</li> <li>❖ An essential aspect of the process approach is feedback and guidance. Though this requires considerable amount of time, it is essential to develop the skill of writing. One of the ways that teacher's time can be minimized is by encouraging the students to share their writing among themselves and creating a system of peer evaluation. After the initial vetting, students can then share their ideas with the teacher.</li> </ul>
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Writing: The Process Approach	
<b>Brainstorming:</b>	Divide the students into groups of three or four and ask them to jot down as many ideas as they can about a given topic. Ask them to then arrange the ideas in a sequence
<b>Outlining:</b>	Ask students again in groups to create an outline of their writing – which ideas will go first, how will they be supported by evidence, will there be a picture etc.
<b>Drafting:</b>	Ask students to draft the first piece; here the focus is on the content and not the form
<b>Revising:</b>	Ask students to share their first draft with other groups and then depending on the feedback that they get again revise their draft
<b>Proof-reading:</b>	Proof-read the draft with the help of the teacher; here the focus is on the form and not the content
<b>Final draft:</b>	Write the final draft now

## 5. ASSESSING WRITING

A piece of writing can be seen from a number of different perspectives. Few teachers are satisfied with written work full of grammatical errors. However, the notion of 'correctness' needs to be redefined in the context of writing. Teachers should have a clear guideline about what they are testing and what are the criteria for assessing. Teachers' attitudes and methods are shaped to a certain extent by their approach to language teaching and by the whole education climate in which they work. However, in the current conditions the teacher often simply corrects the finished product of students' writing and is not involved in the process of writing at all. In such circumstances, it is essential that the approach needs to be changed

- It provides a guide to the teachers of what to test and how to test
- It provides a guide to the students about what to write and how to write
- It helps in making testing a bit more objective and not completely subjective as in the product approach
- It standardizes scores across the curriculum and helps teachers to come to an understanding of the test scores

## Feedback on Writing

Date:

	<p><b>These aspects of vocabulary need to be improved upon:</b></p> <p>Word formation</p> <p>Word control</p> <p>Accuracy in word choice</p> <p>Appropriacy in word choice</p>	
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### Evaluation Criteria for Written Assignments

Type of writer	Coherence	Grammar and Vocabulary
Excellent	The task argues forcefully and there is a complete control over cohesive devices; the answer is coherent throughout and there is no strain whatsoever	Grammar is well managed though there may be occasional errors; the words used are appropriate and shows a wide range
Competent	There is good persuasion and the cohesive devices are managed well; there may be occasional errors; the answer is coherent but can cause temporary confusion	There may be a few grammatical errors but they are not noticeable; the words show some range though may not be always appropriate
Average	Though the writing sometimes causes confusion there is a sense of underlying coherence; cohesive devices are misused, overused or faulty	The grammatical errors are noticeable and causes strain for the reader; the range of words are limited and repetitive
Poor / Need a lot of Improvement	Coherence is lost frequently and the writing tends to jump from one thing to another without appropriate linking; causes severe strain for the reader	The grammatical errors are numerous and cause severe strain for the reader; the range of words used is extremely limited

## 6. SUMMING UP

- Teach students the stages appropriate to writing; brainstorming, drafting, editing, revising, fine-tuning etc
- Provide models of successful writing and discuss the features that make them effective; ask students to 'notice' successful writing
- Discuss the purpose of writing and the audience before delving into any sort of writing practice
- Select writing topics that are of interest to students and represent tasks that will be useful to their future learning
- Avoid writing for its own sake like questions and answers; devise real-life tasks so that students develop real-life skills

## 7. REFERENCES AND FURTHER READING

Celec-Murcia, M. and D. Larsen Freeman. 1999. *The Grammar Book: an ESL/EFL Teachers' Course*, 2nd ed. Boston, MA: Heinle and Heinle.

NCERT (2013) *In-service Teacher Professional Development Package (ITPD) in English at Secondary Stage*. New Delhi. Available at [www.ncert.nic.in](http://www.ncert.nic.in)

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## ANNEXURE 1

### Some useful sources for English language teachers

Sl. No.	Source	Description
<b>Journals &amp; Periodicals in English Language Teaching</b>		
1.	<b>Journal of English Language Teaching (JELT), India</b>	Journal of the English Language Teachers Association of India (ELTAI)
2.	<b>English Teaching Professional</b>	A Monthly ELT magazine for teachers and anyone interested in ELT
3.	<b>English Teaching Forum</b>	A quarterly journal for professionals teaching English as a Foreign or Second Language, published by the Office of English Language Programs, Bureau of Educational and Cultural Affairs, USA.
4.	<b>FORETELL</b>	Digital journal of the FORETELL (Forum for Teachers of English Language & Literature).
5.	<b>Voices</b>	Digital newsletter of the International Association of Teaching of English as a Foreign Language (IATEFL)
6.	<b>AJELT Journal</b>	The Asian Journal of English Language Teaching (AJELT) is an international blind-refereed journal which reviews previously unpublished data-driven manuscripts that (1) link ESL/EFL theory, research, and pedagogy and (2) relate specifically to the teaching of English to Asians at the university level.
<b>Websites</b>		
1.	<a href="http://www.ncert.nic.in">www.ncert.nic.in</a>	This is official website of NCERT. It has lot of print and non-print materials for teachers, learners, teacher educators and researchers.
2.	TESS India <a href="http://www.tess-india.edu.in/">http://www.tess-india.edu.in/</a>	Teacher Education for School based Support (TESS)  TESS-India is a UKAid funded, Open University led multilingual teacher professional development



		programme whose aim is to support India's national educational policy by enhancing the classroom practice of primary and secondary school teachers through the provision of freely available, adaptable Open Educational Resources (OER).
3.	<a href="http://nroer.gov.in">http://nroer.gov.in</a> NROER- National Repository of Open Educational Resources.	National Repository of Open Educational Resources (NROER) is a solution developed to address the challenges faced by the education sector of our country. It intends to reach the unreached, include the excluded and extend education to all. It is a collaborative platform involving everyone who is interested in education. It offers resources for all school subjects and grades in multiple languages. It brings together all the digital resources for a school system such as educational videos, concept maps, audio clips, interactive objects, photographs, diagrams, charts, images, articles, learning objects, talking books, textbook pages and documents, any resource that can be served digitally. Anyone can contribute to it.
4.	<a href="mailto:teachingenglish@britishcouncil.org">teachingenglish@britishcouncil.org</a>	This site gives you (i) resources for teaching English language at various levels. (ii) have debates on various ideas and issues Related to ELT, (iii) Anyone can open your blog here and share your ideas.
5.	<a href="http://www.englishteachingdaily.com">http://www.englishteachingdaily.com</a>	EnglishTeachingDaily.com is a website managed by a team of English Language students from India. This site features latest English Language Teaching articles, blog posts, videos and event details.
6.	<a href="http://www.pearsonlongman.com">http://www.pearsonlongman.com</a>	This is a website of Pearson Longman publishers. It has lot of resources for teachers and students.
7.	ELTCommunity.com	Any teacher can join and share ideas.

8.	www.developingteachers.com	This site is reached to you by mail & provides resources for classroom teaching and new publications.
<b>Professional Associations</b>		
	ELTAI	English Language Teachers Association of India. It has a large number of English language teachers as members and its (ELTAI) Chapters are spread across India. It is an associate of IATEFL.
	IATEFL – International Association of Teachers of English as a Foreign Language.	This is an association of English language teachers and an association of a lot of ELT associations across the world. Its annual Conference is held in April every year in the United Kingdom.
<b>On line Television channels</b>		
1.	TeachersTV.com	UK based – videos, classroom teaching, etc. (available for viewing in India-cannot download free)

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