

Writing Practice

COMPREHENSION:- Comprehension is the understanding and interpretation of what is read. To be able to accurately understand written material, readers need to be able to

1. Decode what they read
2. Make connections between what they read and what they already know and
3. Think deeply about what they have read.

One big part of comprehension is having a sufficient vocabulary, or knowing the meanings of enough words. Readers who have strong comprehension are able to draw conclusions about what they read – what is important, what is a fact, what caused an event to happen, which characters are funny.

Thus comprehension involves combining reading with thinking and reasoning.

PRECIS-WRITING:- A precis is a summary. Precis writing is a very useful exercise. Most of us read carelessly. Writing precis gives training in careful reading. Precis writing is regarded as a very important kind of composition because it develops one's capacity to discriminate between the essential and the non-essential.

A precis is a shortening, in your own words, of a text of written work. You are to describe as accurately and briefly as possible the substance or main ideas contained in a text.

To write an effective precis, read the passage several times for a full understanding. Note key points. It may, in fact, be helpful to underline these words. Do not use abbreviations or contractions. When writing about history, use the past tense.

Finally check your precis against the original to be sure that it is exact and retains the order, proportions, and relationships of the original.

LETTER WRITING:- A letter is written message that can be hand written or printed on paper. It is usually sent to the recipient via mail or post in an envelope.

(letter writing is the exchange of written or printed messages)

Letters are of two types:- 1. Formal letter 2. Informal letter

1. Formal letter:- A letter written for a formal purpose is called a formal letter. It addresses a serious issue.

Types of Formal letter:- Letter to editor, Government, Police, Principal, order letter, complaint letter, inquiry letter, business letter, application letter.

FORMAL LETTER FORMAT

Sender's address
Date
Receiver's address
Subject
Salutation
Body of the letter
Complimentary closing
Sender's name, signature and designation

1. **Sender's address:** The address and contact details of the sender are written here. Include email and phone no., if required or mentioned in question.
 2. **Date:** The date is written below the sender's address after leaving one space or line.
 3. **Receiver's address:** The address of the recipient of the mail (the officer/ principal/ editor) is written here.
 4. **Subject of the letter:** The main purpose of the letter forms the subject. It must be written in one line. It must convey the matter for which the letter is written.
 5. **Salutation:** (Sir/ Respected Sir/ Madam)
 6. **Body:** The matter of the letter is written here. It is divided into 3 paragraphs as follows:-
Paragraph1 : Introduce yourself and the purpose of writing the letter in brief.
Paragraph 2: Give a detail of the matter.
Paragraph 3: Conclude by mentioning what you expect. (foreg., a solution to your problem, to highlight an issue in the newspaper, etc.)
 7. **Complimentary closing**
 8. **Sender's name, signature and designation (if any)**
2. **INFORMAL LETTER:** A letter written for an informal purpose is called an informal letter. It is written for a casual purpose.

Types of informal letter: letter to parents, siblings, friends, classmates, neighbours.

Format of an informal letter:

The following points need to be followed while writing an informal letter:

- a) An informal letter does not strictly follows to prescribed format.

- b) The language of an informal letter must be friendly and casual.
- c) An informal letter can have extra information.
- d) The subject line is not required in an informal letter.

FORMAT:

Address
Date
Salutation
Body of the letter
Sender's name and signature

1. Address: The address of the sender is followed by that of receiver.
2. Date: The date is written below the address after leaving one line.
3. Salutation/ Greeting: (Dear/ hello)
4. Body: The matter of the letter is written here. It is divided into 3 paragraphs as follows:
 - a) Paragraph 1: beginning
 - b) Paragraph 2: main content
 - c) Paragraph 3: ending
5. Sender's name and signature

EMAIL ETIQUETTES

Email: Email i.e. Electronic mail is an information and communication technology. It is a method of exchanging digital messages from an author to one or more recipients over the internet.

- Email etiquette: Email etiquette refers to the principles of behavior that one should use when writing or answering email messages. It is also known as code of conduct for email communication. Email etiquette depends upon to whom we are writing – friends & relatives, partners, customers, superior or subordinates.
- We must follow email etiquette in our professional communication because it is a form of communication which is a reflection of senders and responders.

- Bad email etiquette reflects badly on us, and a record of this is kept in mail boxes over which we have no control.
- Good email etiquette reflects well on us, improves our public perception and increases the chance of a prompt and comprehensive response.

Basic Email etiquettes:

1. Always include a subject and use the recipient's name in the greeting. It informs recipient what the email is about.
2. Do not write in all capitals. Writing in all capitals can convey that you are shouting in your message. It can be annoying and trigger an unintended response.
3. Don't use email to discuss confidential information.
Once emailed, confidential information becomes public as email is not private.
4. Take care with abbreviations such as plz, BTW, LOL and emoticons.
Some may not understand your abbreviation.
It is not professional.
5. Think before you send. Review and spell check your email one more time to make sure it's truly perfect.
6. Do not forward unnecessary/ unrelated emails.
7. Avoid using long sentences.
8. Never respond if you are upset. Take some time to cool off and consider appropriate response.
9. Don't attach unnecessary files.
10. Don't overuse reply to all.
11. Ending an email professionally is just as important as perfecting the rest of the message. Courtesy is always important, no matter how short the email is.
(thank you for your patience and cooperation, thank you for your consideration, yours sincerely, yours faithfully(more formal), best regards, regards (professional)

****Remember that when you send an email to someone, they are getting a copy that they can keep...forever.**

ABSTRACT

An abstract is a short statement which describes a larger piece of work. It provides brief information regarding the purpose, scope, background, contents of the work and the

conclusion. It enables the readers to decide whether or not the entire paper is worth reading. It should contain phrases and keywords that permits for easy searching.

There are three types of abstract:

1. Descriptive: Short- usually less than 100 words.

It includes:

- Purpose of the work.
- Method used.
- Scope of the work.

It does not include:

- Results, conclusions and recommendations.

Readers will probably have to read the document to see if it is relevant.

2. Informative abstract: Fairly short- from 200 words to a page or more.

It includes:

- Purpose of the work
- Method used
- Scope of the work
- Results
- Conclusions and recommendations

Communicates the contents of the document, so the reader may not need to read the document.

3. Critical abstract: similar to a review – but shorter.

Abstract writing tips:

To write an effective abstract, you should:

1. Identify the problem and research solution: The abstract should have an opening that identifies that particular subject matter and now the research that you have done will provide a solution.
2. Stick to the word count: In general an abstract is usually no more than 250 words. It is important to keep the word count in mind when writing an abstract. It can prevent you from being overly descriptive.
3. Include information on methods and results: Part of abstract should briefly mention the methods and results that pertain to your topic. The method is basically the type of research you did, and the results are what was learned or created as a result of the methods.
4. Mention the implications of your research: It is important to briefly mention how results affect the initial problem that was mentioned in the opening of the abstract.

5. Review and update the abstract: Upon completing your entire thesis, it may be necessary for you to review and update the abstract.

MEMO WRITING: A memo i.e. memorandum is a short notice usually written by the management to address a certain policy or give a certain announcement or changes in an organization. In official instances, a memo is usually written by the organization heads, but even students at different levels of education may be examined on the same.

In most cases, a memo is usually used to address very critical matters and therefore the contents of the information should be clear.

Below are some tips that you need to pay attention to while writing a memo:

1. Make it as short as possible: The shorter your memo will be, the more the readers because most people are prone to be ignorant to lengthy notices.
2. Use simple language: Don't use complex language while writing your memo because the readers may end up missing up important points and your memorandum will not have served its purpose. Avoid too much use of vocabularies in your work.
3. Use a captivating heading: The heading of your memo should be attractive. You should be very selective in the words that you use for your heading because that is the first impression that your readers would come across. To captivate the readers, you can:
 - a) Use bolding on emphasize
 - b) Use a different colour for the heading
4. Avoid simple grammar and spelling errors: You should be very cautious in memo writing because a simple spelling mistake may confuse the intended information that you needed to pass. You should go through your memo after writing to ensure that everything reads as required.

MEMO FORMAT

Memorandum

To:

Cc:

From:

Date:

Subject:

Cc will serve to address another recipient that you wish to address apart from main.

- Ensure that contents is double spaced
- Align all the contents to left side of your page.
- You should write the start of the address with capital letters

Example:

To: All staff

From: The IT director

Date: 09/01/2020

Subject: promotion in different departments

(Body)

To: All students

From: The department head

Date:

Subject: submission of assignment

Types of memo: Request memo, confirmation memo, suggestive memo, report memo, informal results memo.
