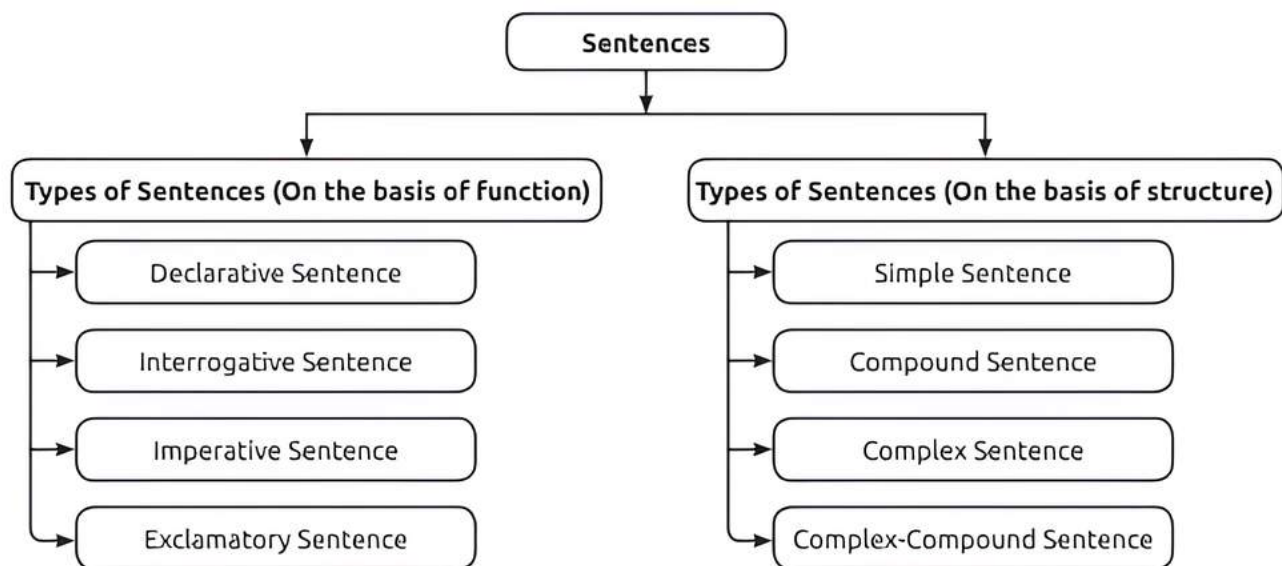


Basic Writing Skills

Fastrack REVISION

- ▶ **Writing:** It is a significant discovery which not only allows us to communicate but also helps in maintaining a permanent record of our ideas, belief, opinions and information.
- ▶ Writing is one of the ways of sharing our thoughts, and communicating ideas and views to others. Some people have the innate talent to put their thoughts into words.
- ▶ **Writing Skills:** Writing skills are essential for effective communication. They help us to communicate our message easily with clarity to an audience.
- ▶ Documents such as notes, e-mail, memos, letters, reports, etc., require good writing skills so that the ideas can be expressed effectively.
- ▶ Good writing skills are, therefore, significant and valued everywhere. People with good writing skills appear to be more capable, intelligent, credible and responsible.
- ▶ **Phrase:** A phrase is a group of words acting as a single part of speech but does not contain a subject and a verb. It is a part of sentence and does not express a complete thought or an idea. Phrases can be very short or quite long.
- ▶ **Clause:** A clause is a group of words that has a subject and a predicate. A clause can sometimes act as a sentence. This type of clause is an independent clause. Some clauses cannot be used on their own. These are called subordinate clauses and need to be used with an independent clause to make a meaningful sentence.
- ▶ **Sentence:** A sentence is a group or combination of words that expresses a complete thought or makes a complete sense. For example: Plants need soil, water and sunlight to grow. The above combination of words gives a complete meaning or idea. Such group of words can be termed as a sentence.
- ▶ A sentence must have all the words in proper sequence to give a proper and complete meaning. A sentence always begins with a capital letter and ends with a full stop (.), a question mark (?), or an exclamation mark (!), depending on what type of sentence it is.



► Types of Sentences (On the Basis of Function)

- **Declarative Sentences:** Declarative sentences are used to convey information or to make a statement. They always end with a full stop (.). For example: My cat is black.
- **Interrogative Sentences:** The sentences that ask questions are **interrogative sentences**. An interrogative sentence always ends with a question mark (?). For example: Can we go to the beach today?
- **Imperative Sentences:** A sentence that expresses a command, request, gives an advice or order is an **imperative sentence**. It usually ends with a full stop (.), but may also end with an exclamation sign (!), depending on the emotion in the sentence. For example: Pass me that dictionary, please. (Request)
- **Exclamatory Sentences:** A sentence that shows strong feelings or emotions is an **exclamatory sentence**. It describes feelings or emotions of joy, anger, excitement, frustration, sorrow and appreciation. It always ends with an exclamation mark (!). For example: What a beautiful garden!

► Types of Sentences (On the Basis of Structure)

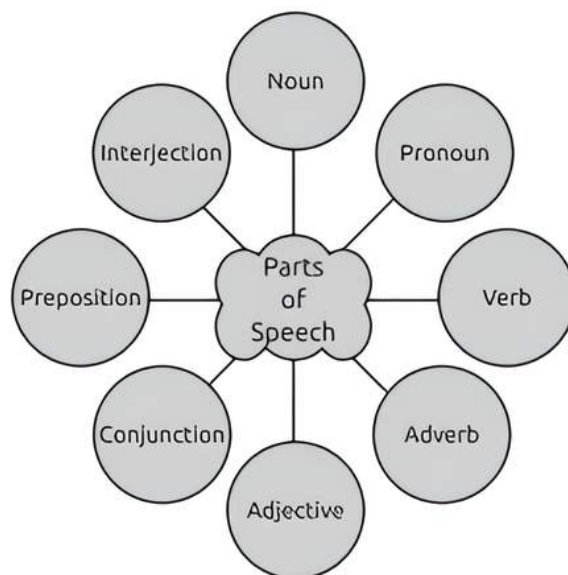
- **Simple Sentences:** A simple sentence is made up of only one clause (main or independent clause). A main clause has both the subject and the verb and expresses a complete thought. For example: He ate an apple.
- **Compound Sentences:** A compound sentence has at least two main clauses connected by a conjunction such as **as, and, for, nor, but, so, yet, or**. It has no dependent clause. For example: I called him, **but** he did not reply.
- **Complex Sentences:** A complex sentence has one main clause and at least one subordinate/dependent clause connected by a conjunction such as **although, because, since, unless, when**, etc., or a relative pronoun like **who, that, which**. For example: I saw a girl **who** was hungry.
- **Complex-Compound Sentences:** A complex-compound sentence is made up of at least two independent clauses and one or more dependent clauses. For example: Tom cried because the ball hit him and I apologised immediately.

- **Parts of a Sentence:** A sentence is a group of words that gives a complete thought or meaning. A sentence has the following three parts. Let us learn about them:

Parts of a Sentence

Subject	Predicate	Object
The subject is the part that tells us who or what the sentence is about. For example: Rohit is very happy. She is writing. David works in a factory.	The predicate is the part that tells us what the subject does or is. For example: They are playing football. Raman is writing a poem. Samita is laughing .	Unlike the subject who acts, an object is a noun or a pronoun in a sentence which is acted upon. For example: He is eating an apple . Varun is singing a song . He is repairing his laptop .

- **Parts of Speech:** In English language, words are the smallest elements that have unique meanings. On the basis of their usage and functions, words are categorised into eight major parts of speech.



► **Nouns:** These are words that are used to describe a person, place, thing, animal, idea or event.

For example: **Jaipur** is known as the Pink City.

The different types of nouns are as follows:

(i) Proper noun	- It refers to the particular names of persons, places or things. - It always starts with a capital letter. For example: Jupiter, Game of Thrones, India, Gautam, Yamuna.
(ii) Common noun	The nouns used to name general items. For example: book, poet, museum.
(iii) Concrete noun	- The nouns which we can see, feel and touch. - It can be common noun, proper noun, countable and uncountable noun or collective noun. For example: flower, bear, Qutub Minar, bus, water bottle.
(iv) Abstract noun	- The nouns which cannot be perceived through the five senses. - They refer to emotions, ideas, concepts, tenets, beliefs, qualities or your state of being. For example: love, hate, jealousy, kindness, honesty, courage.
(v) Countable noun	It refers to anything that can be counted and has a singular and plural form. For example: candle–candles, cat–cats, painting–paintings.
(vi) Uncountable noun	Anything that cannot be counted, comes under the uncountable nouns. They are always singular. For example: water, cheese, intelligence, garbage, advice.
(vii) Collective noun	It refers to a group of animals, things or persons. For example: cattle, people, police.

► **Pronouns:** A Pronoun is a word used in place of a noun. For example: he, she, they, it, we, mine, yours, ours.

For example: This spectacles are where **you** left them.

► **Adjectives:** An Adjective is used to describe a noun or a pronoun. It describes the qualities or states of nouns (funny, delicious, slow). It can also describe the quantity of nouns (five, little, many).

For example: Kapil draws **funny** cartoons.

► **Verbs:** It is the most important part of speech. Without a verb, a sentence cannot exist. A verb is a word that expresses an action or state of being of the subject, in a sentence.

Different types of verbs are as follows:

Doing Verb: Shows the action of people and things.

Being Verb: Shows that people and things exist.

Having Verb: Shows what people and things have.

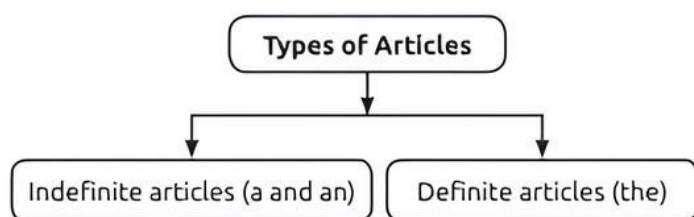
For example: This **is** a peaceful place.

► **Adverbs:** An adverb gives us more information about the verb (action), in a sentence. It tells us when, how or where something was done. Adverbs are of four types:

(i) Adverb of manner	tells us how the action is done. For example: quickly, softly, loudly.
(ii) Adverb of time	tells us when an action is performed. For example: today, yesterday, now, later, tomorrow.
(iii) Adverb of place	tells us where an action is performed. For example: inside, up, there, here, downstairs.

- (iv) **Adverb of degree** • tells us the intensity or the degree to which a specific thing happens or is done.
For example: extremely, quite, almost, completely, hardly, too, enough.

- ▶ **Prepositions:** A preposition shows the relationship between a noun or a pronoun with another noun, in the same sentence. For example: in, on, over, outside, behind, with, across, through, till, near, up.
For example: Neeraj is hiding **under** the bed.
- ▶ **Conjunctions:** A conjunction is a word that joins words, phrases or clauses together.
For example: We waited for Madhu, **but** she did not turn up.
- ▶ **Interjections:** These are words that express sudden feelings or emotions. As interjections are commonly used to convey strong emotions, they are followed by the exclamation sign (!) (Oh!, Alas!, Hurrah!).
For example: Hurrah! We won the championship.
- ▶ **Articles:** Articles are adjectives that modify nouns. They add to the meaning of the nouns. They are always used before a noun or an adjective that modifies the noun.
For example: a car, a pen, an apple, the sun, the earth.



▶ Rules for the Usage of Articles

- | | |
|--|--|
| <ul style="list-style-type: none"> • A is used for expression of qualities.
For example: a dozen bananas, a couple of hours, a lot of traffic. • A is used for the expression of numbers.
For example: a hundred, a thousand, a million, a billion, trillion. • A is used before a noun in an exclamatory sentence.
For example: You're such a liar! • A and an cannot be used before uncountable nouns. For example: water, milk, oil. | <ul style="list-style-type: none"> • The is used with singular nouns that represent a whole class. For example: The lion is the king of the jungle. • The is used with uncountable nouns. For example: Pass me the salt, please. • The can be omitted before names of languages, material nouns, plural countable nouns that refer to the entire class and abstract nouns used in a general way. |
|--|--|

- ▶ **Construction of a Paragraph:** A paragraph is a collection of sentences around a central topic. The sentences are

organised in such an order that they convey a complete topic and meaning.

- ▶ **Writing a Paragraph:** A basic paragraph structure consists of the following sentences:

- topic sentence
- three supporting sentences
- a concluding sentence

- ▶ **Topic Sentence:** Topic sentence gives the main idea of a paragraph. It is also known as a hook sentence. It is used to draw the reader into the paragraph.

- ▶ **Supporting Sentences:** The supporting sentences, as the name suggests, provide explanations and support the topic sentence (main idea) of the paragraph. These sentences give the evidence for the topic sentence. These sentences include facts, reasoning, statistics, etc., to make the statements more convincing.

- ▶ **Concluding Sentence:** The concluding sentence repeats the main idea but in different words. It reinforces the opinion/point of view.

- ▶ **Elements of Paragraph Writing:** There are four key elements that help to constitute a paragraph. These elements are unity, order, coherence and completeness.

- **Unity:** Unity in a paragraph begins with the topic sentence. The topic sentence is the first sentence of the paragraph and has a single controlling idea. The paragraph is unified around this main idea with the supporting sentences providing details about it.
- **Order:** By order, we mean the way we organise our supporting sentences. A good paragraph always has a definite organisation of thoughts.
- **Coherence:** It is the quality that makes the writing understandable. In a paragraph, it is very important that the sentences are connected well with each other and work together as a whole. The best way to get coherence is to use transition words. These words show sequence (first, second, third), the relationship (under, above, below) or logic (in fact, in addition).
- **Completeness:** If all the sentences are clear and support the main idea, a paragraph is complete. And if enough information and sentences are not there to prove facts, the paragraph will be incomplete.

▶ Six quick steps to develop a paragraph

- Step 1:** Decide an idea and create a topic sentence.
- Step 2:** Explain the idea/Demonstrate your point.
- Step 3:** Give suitable example(s) to support the idea.
- Step 4:** Explain the example(s).
- Step 5:** Tie-up the loose ends and conclude.
- Step 6:** Look over and proof read.

Practice Exercise

? Multiple

Choice Questions

- Q 1. Where do we use the skill of writing?
a. Writing letters b. Writing reports
c. Writing thesis d. All of these
- Q 2. Which of the following are the three parts of a sentence?
a. Subject, predicate and object
b. Subject, verb and adverb
c. Subject, predicate and verb
d. Subject, object and pronoun
- Q 3. Which is not the type of sentences on the basis of structure?
a. Compound sentence b. Exclamatory sentence
c. Simple sentence d. Complex sentence
- Q 4. Which of the following is a group of words that expresses a complete thought and makes complete sense?
a. Preposition b. Sentence
c. Conjunction d. Adverb
- Q 5. Which of the following is the most important part of speech?
a. Noun b. Adverb
c. Verb d. Adjective
- Q 6. Which is not an example of preposition?
a. Across b. Till
c. Outside d. None of these
- Q 7. A conjunction is a word that joins together.
a. words b. phrases
c. clauses d. All of these
- Q 8. are words that express sudden feelings or emotions.
a. Interjection b. Preposition
c. Adverb d. Concrete noun
- Q 9. Articles are always used a noun or an adjective that modifies a noun.
a. after b. with
c. before d. None of these
- Q 10. How many minimum sentences are there in a basic paragraph?
a. Three b. Eight
c. Five d. Ten
- Q 11. Which of the following repeats the main idea and reinforces the opinion?
a. Topic sentence b. Hook sentence
c. Supporting sentence d. Concluding sentence
- Q 12. is the quality that makes the writing understandable.
a. Unity b. Order
c. Coherence d. Completeness

? Fill in the Blanks

Type Questions

- Q 13. Writing without errors gives about the writer.
- Q 14. A phrase does not express a complete and
- Q 15. The is the part that tells us what the subject does or is.
- Q 16. noun refers to a group of animals, things or persons.
- Q 17. is used to describe a noun or a pronoun.
- Q 18. A is a word that shows action or the state of being of the subject in a sentence.
- Q 19. tells us how the action is done.

? Assertion and Reason

Type Questions

Directions (Q. Nos. 20-25): In the questions given below, there are two statements marked as Assertion (A) and Reason (R). Read the statements and choose the correct option.

- a. Both Assertion (A) and Reason (R) are true and Reason (R) is the correct explanation of Assertion (A).
b. Both Assertion (A) and Reason (R) are true, but Reason (R) is not correct explanation of Assertion (A).
c. Assertion (A) is true, but Reason (R) is false.
d. Assertion (A) is false, but Reason (R) is true.
- Q 20. Assertion (A): The sentences that asks questions are interrogative sentences.
Reason (R): An interrogative sentence always ends with a question mark (?).
- Q 21. Assertion (A): A clause is a group of words that has a subject and a predicate.
Reason (R): A clause can sometimes act as a sentence. Some clauses cannot be used on their own.
- Q 22. Assertion (A): A complex sentence is one has one main clause and at least one subordinate/dependent clause connected by a conjunction such as although, because, since, unless, when, etc., or a relative pronoun like who, that, which.
Reason (R): A sentence that shows strong feelings or emotions is an exclamatory sentence. It describes feelings or emotions of joy, anger, excitement, frustration, sorrow and appreciation. It always ends with an exclamation mark (!).
- Q 23. Assertion (A): Writing is one of the ways of sharing our thoughts, and communicating ideas and views to others. Some people have the innate talent to put their thoughts into words.

Reason (R): Writing skills are skills essential for effective communication. They help us to communicate our message easily with clarity to an audience.

- Q 24. Assertion (A): Abstract pronoun is defined as the noun which cannot be perceived through the five senses. They refer to emotions, ideas, concepts, beliefs, qualities.

Reason (R): Adverb of degree tells us the intensity or the degree to which a specific things happens or is done.

- Q 25. Assertion (A): Topic sentence gives the main idea of a paragraph. It is also known as a hook sentence. It is used to draw the reader into the paragraph.

Reason (R): A phrase is a collection of sentences around a central topic. The sentences are organised in such an order that they convey a complete topic and meaning.

Answers

1. (d) 2. (a) 3. (b) 4. (b) 5. (c) 6. (d)
7. (d) 8. (a) 9. (c) 10. (c) 11. (d) 12. (c)
13. good impression 14. Idea, thought
15. predicate 16. Collective noun
17. Adjective 18. Verb
19. Adverb of manner
20. (a) 21. (b) 22. (b) 23. (b) 24. (d) 25. (c)

? Case Study Based

Questions

Case Study 1

Writing skills are important for every profession. For example, in the field of technology, software developers write instruction manuals for users. In medicine, doctors write reports for the patients. In education, both the teacher and student have to write. Nearly everybody in all the professions use the medium of writing for communication. Good writing skills are, therefore, significant and valued everywhere. People with good writing skills appear to be more capable, intelligent, credible and responsible.

- Q 1. Which of the following punctuation mark is used at the end of a word or a sentence to indicate a strong feeling?

- a. Exclamation mark b. Comma
c. Question mark d. Full stop

- Q 2. Which of the following punctuation mark is used at the end of a question?

- a. Exclamation mark b. Comma
c. Question mark d. Full stop

- Q 3. How many punctuation mark are we using in the given sentence?

Are these Rahim's colour pencils?

- a. 1 b. 2
c. 0 d. 3

- Q 4. Those words which are used to refer a person, place, thing or idea is called

- a. Noun b. Pronoun
c. Adjective d. Verb

Answers

1. (a) 2. (c) 3. (b) 4. (a)

Case Study 2

In today's information-overloaded world, it is very important to communicate clearly, effectively and concisely. So, while writing, one should be extremely careful about the tone, intention, grammar, spellings, etc., so that the reader can decipher the exact meaning of the content. The better one's writing skills are, the better the impression one will be able to make on people. The correct usage of grammar, punctuation and spellings is a key to effective writing. The reader forms an opinion about the writer based on both the content and the presentation. Errors are likely to lead them to a negative impression about the writer. Therefore, the skill of tactful writing is important for achieving success in personal and professional goals.

Phrases, Clauses and Sentences—the three main structures and common parts of the English language, are made up of group of words. All the three are very similar, but have different roles. Knowing the difference between them will help us improve written English and make a lot more sense of grammar. It is very important to comprehend the basics, as they are very helpful in forming perfect sentences.

- Q 1. What do you mean by Declarative sentences?

- Q 2. Define Interrogative sentences.

- Q 3. What do you mean by Abstract noun?

- Q 4. Define Adjective.

Answers

1. Declarative sentences are used to convey information or to make a statement. They always end with a full stop (.).
For example: My cat is black.
2. The sentences that asks questions are interrogative sentences. An interrogative sentence always ends with a question mark (?).
For example: Can we go to the beach today?
3. The nouns which cannot be perceived through the five senses. They refer to emotions, ideas, concepts.

tenets, beliefs, qualities or your state of being.
For example: love, hate, jealousy, kindness, honesty, courage.

4. An Adjective is used to describe a noun or a pronoun. It describes the qualities or states of nouns (funny, delicious, slow). It can also describe the quantity of nouns (five, little, many).

? Very Short Answer

Type Questions

Q 1. Explain the term writing.

Ans. Writing is one of the ways of sharing our thoughts and communicating ideas and views to others. Some people have the innate talent to put their thoughts into words.

Q 2. What do you mean by writing skills?

Ans. Writing skills are skills essential for effective communication. They help us to communicate our message easily with clarity to an audience.

Q 3. Suggest any three elements to make writing effective.

Ans. The three elements for effective writing are:

- (i) Correct grammar
- (ii) Correct spellings
- (iii) Correct punctuations

Q 4. What are the three main structure and common parts of the English language, that are made up of group of words?

Ans. The three main structure and common parts are as follows:

- (i) Phrases, (ii) Clauses, (iii) Sentences

Q 5. Define phrase.

Ans. A phrase is a group of words acting as a single part of speech but does not contain a subject and a verb. It is a part of sentence and does not express a complete thought or an idea.

Q 6. Explain the term clause.

Ans. A clause is a group of words that has a subject and a predicate. A clause can sometimes act as a sentence. Some clauses cannot be used on their own.

Q 7. Read the following sentence and identify the independent and subordinate clause:

'Chandler washed the car, even though he didn't want to'

Ans. Independent Clause: Chandler washed the car.

Subordinate Clause: even though he didn't want to

Q 8. Explain interrogative sentences with example.

Ans. The sentences that ask questions are interrogative sentences. An interrogative sentence always ends with a question mark (?).

For example: Can we go to the beach today?

Q 9. Define complex sentences with example.

Ans. A complex sentence is one that has one main clause and at least one subordinate/dependent clause connected by a conjunction such as although,

because, since, unless, when, etc., or a relative pronoun like who, that, which.

For example: I saw a girl who was hungry.

Q 10. Define exclamatory sentences with example.

Ans. A sentence that shows strong feelings or emotions is an exclamatory sentence. It describes feelings or emotions of joy, anger, excitement, frustration, sorrow and appreciation. It always ends with an exclamation mark (!).

For example: What a beautiful garden!

Q 11. What do you mean by subject?

Ans. The subject is the part that tells us who or what the sentence is about.

Q 12. Define predicate.

Ans. The predicate is the part that tells us what the subject does or is.

Q 13. Explain the term object with example.

Ans. Unlike the subject who acts, an object is a noun or a pronoun in a sentence which is acted upon.

For example: He is eating an apple.

Q 14. What do you mean by abstract noun?

Ans. Abstract noun is defined as the noun which cannot be perceived through the five senses. They refer to emotions, ideas, concepts, beliefs, qualities.

Q 15. Explain adverb of degree.

Ans. Adverb of degree tells us the intensity or the degree to which a specific thing happens or is done.

? Short Answer

Type Questions

Q 1. Give some tips for the effective writing.

Ans. Some tips for the effective writing are as follows:

- (i) Do not use too many clauses in one sentence.
- (ii) Do not repeat sentences, as the reader may lose interest.
- (iii) Avoid using complex vocabulary and language.
- (iv) Make simple and precise sentences.

Q 2. Explain the types of clause.

Ans. The types of clause are as follows:

- (i) **Independent Clause:** A clause can sometimes act as a sentence. This type of clause is called independent clause.
- (ii) **Subordinate Clause:** Some clauses cannot be used on their own. These are called subordinate clause.

Q 3. What do you mean by the term sentence? Also explain its proper sequence with example.

Ans. A sentence is a group or combination of words that expresses a complete thought or makes a complete sense. A sentence must have all the words in proper sequence to give a proper, complete meaning. A sentence always begins with capital letter and ends with a full stop (.), a question mark (?), or an exclamation mark (!), depending on what type of sentence it is.

For example:

- (i) The pizza smells delicious.
- (ii) What are you doing?
- (iii) Hurrah! we won the championship.

Q 4. Differentiate between simple sentences and compound sentences.

Ans. Simple Sentences: A simple sentence is made up of only one clause (main or independent clause). A main clause has both the subject and the verb and expresses a complete thought.

For example: He ate an apple.

Compound Sentences: A compound sentence has at least two main clauses connected by a conjunction such as **as, and, for, nor, but, so, yet, or**. It has no dependent clause.

For example: I called him, **but** he did not reply.

Q 5. Differentiate between complex sentences and complex-compound sentences.

Ans. Complex Sentences: A complex sentence has one main clause and at least one subordinate/dependent clause connected by a conjunction such as **although, because, since, unless, when**, etc., or a relative pronoun like **who, that, which**.

For example: I saw a girl **who** was hungry.

Complex-Compound Sentences: A complex-compound sentence is made up of at least two independent clauses and one or more dependent clauses.

For example: Tom cried because the ball hit him and I apologised immediately.

Q 6. Name all the eight major parts of speech.

Ans. The all major eight parts of speech are as follows:

- | | |
|--------------|---------------------|
| (i) Noun | (v) Adjective |
| (ii) Pronoun | (vi) Conjunction |
| (iii) Verb | (vii) Preposition |
| (iv) Adverb | (viii) Interjection |

Q 7. Write any two rules for the usage of 'The' article.

Ans. The two rules for the usage of 'The' article are as follows:

- (i) **The** is used for both singular and plural nouns.
For example: the cat, the cats, etc.
- (ii) **The** is used with nouns that are only one of their kind.
For example: The Great Wall of China, etc.

CHAPTER TEST

Multiple Choice Questions

- Q 1. Which of the following field(s) use Writing as a medium of communication?**
- a. Medicine
 - b. Technology
 - c. Education
 - d. All of these
- Q 2. Which of the following is necessary for effective writing?**
- a. Grammar and spellings
 - b. Concept and idea
 - c. Environment
 - d. Pen and paper
- Q 3. Which of the following is not there in a phrase?**
- a. Noun and pronoun
 - b. Verb and adverb
 - c. Subject and verb
 - d. Preposition and noun
- Q 4. A simple sentence is made up of:**
- a. one clause
 - b. two clauses
 - c. three clauses
 - d. None of these
- Q 5. The noun that cannot be perceived through five senses is known as:**
- a. common noun
 - b. abstract noun
 - c. concrete noun
 - d. collective noun

Fill in the Blanks

- Q 6.** The sentence repeats the main idea but in different words.
- Q 7.** The best way to get coherence is to use words.
- Q 8.** A verb tense and point of view also helps in maintaining coherence.

Assertion-Reason Type Questions

Directions (Q. Nos. 9-11): In the questions given below, there are two statements marked as Assertion (A) and Reason (R). Read the statements and choose the correct option.

- a. Both Assertion (A) and Reason (R) are true and Reason (R) is the correct explanation of Assertion (A).
 - b. Both Assertion (A) and Reason (R) are true, but Reason (R) is not correct explanation of Assertion (A).
 - c. Assertion (A) is true, but Reason (R) is false.
 - d. Assertion (A) is false, but Reason (R) is true.
- Q 9. Assertion (A): A simple sentence is made up of only one clause (main or independent clause). A main clause has both the subject and the verb and expresses a complete thought.**
Reason (R): A compound sentence has at least two main clauses connected by a conjunction such as, and, for, nor, but, so, yet, or. It has no dependent clause.
- Q 10. Assertion (A): A complex-compound sentence has one main clause and at least one subordinate/dependent clause connected by a conjunction such as although, because, since, unless, when, etc., or a relative pronoun like who, that, which.**
Reason (R): A sentence that expresses a command, request, gives an advice or order is an imperative sentence.

Q 11. Assertion (A): Complex-compound sentence is made up of atleast two independent clauses and one or more dependent clauses.

Reason (R): Interrogative sentence usually ends with a full stop, but may also end with an exclamation sign depending on the emotion in the sentence.

Q 13. Writing skills are essential for effective communication. They help us to communicate our message easily with clarity to an audience. Writing makes it possible to share our communication not only with our contemporaries but also with future generations. Learning to write well takes time and practice. It facilitates people from the near and far-off places to speak with each other.

Writing is one of the ways of sharing our thoughts and communicating ideas and views to others. Some people have the innate talent to put their thoughts into words. No matter if you are a school-going child, a college-going youngster or a working young person, writing is an important yardstick with which your knowledge and intellect is measured. Documents such as notes, e-mails, memos, letters, reports, etc., require good writing skills so that the ideas can be expressed effectively. If the writing is free of mistakes, we make a good impression in front of others.

(i) What do you mean by Verbs?

(ii) What are the different types of Verbs?

(iii) Define Adverbs.

(iv) What do you mean by preposition?

Case Study Based Questions

Q 12. Good writing is really meaningful and it's one of the best tools we have to get and capture people's attention. The most significant discovery in the history of human civilisation is that of writing. It not only allows us to communicate but also helps in maintaining a permanent record of our ideas, beliefs, informations, opinions, researches, explanations, etc. For example, technological and scientific achievements cannot be communicated verbally. The existence of science would not have been possible if the scientists had not recorded the experiments in a written form.

(i) A sentence is a group of

- | | |
|--------------|-----------|
| a. paragraph | b. words |
| c. pages | d. vowels |

(ii) A group of words, which does not make complete sense, is known as a

- | | |
|--------------|-----------|
| a. Sentence | b. Phrase |
| c. Paragraph | d. Poster |

(iii) Which of the following punctuation mark is used to end the given sentence?

When will you complete your homework

- | | |
|------|------|
| a. ! | b. . |
| c. ? | d. : |

(iv) Which of the following punctuation mark is used to end the given sentence?

What a beautiful dress

- | | |
|------|------|
| a. ! | b. . |
| c. ? | d. : |

Very Short Answer Type Questions

Q 14. Explain interjection with example.

Q 15. What are the two types of articles?

Q 16. What do you mean by a paragraph?

Q 17. Define the term topic sentence.

Q 18. Name all the four key elements that helps to constitute a paragraph.

Short Answer Type Questions

Q 19. Write six quick steps to develop a paragraph.

Q 20. Define verb. Also explain different types of verbs.

Q 21. Write any two rules for the usage of 'A' and 'An' article.