



CH 4 WRITING SKILLS & COMPOSITION

WRITING SKILLS



Introduction

- ✎ Writing skills are the fundamental abilities needed to effectively communicate ideas, thoughts, and information through written text. This complex process involves understanding grammar, vocabulary, and sentence structure, as well as organizing thoughts into a clear, logical, and readable form for a specific audience.
- ✎ Strong writing skills are essential for academic success, professional communication, critical thinking, and expressing oneself clearly and persuasively.

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What Writing Skills Entail

Clarity and Expression:

- ✎ The core ability to clearly articulate your thoughts and ideas in written words.

Grammar and Vocabulary:

- ✎ A deep understanding of grammatical rules and a rich vocabulary to construct sentences accurately and effectively.

Structure and Organization:

- ✎ The skill of arranging written work into a coherent and logical flow, often with an introduction, supporting body paragraphs, and a conclusion.

Audience Awareness:

- ✎ The ability to adapt the tone, word choice, and style of writing to suit a particular reader or group of readers.

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What Writing Skills Entail

Research and Accuracy:

- 💡 For many forms of writing, skills in finding reliable information, verifying sources, and presenting facts accurately are crucial.

Persuasiveness and Impact:

- 💡 The capability to craft compelling arguments and engage readers, potentially influencing their thoughts or actions.

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Why Writing Skills Are Important

Communication:

- ✿ Writing skills are a fundamental form of communication, allowing for messages to reach a broad audience and be preserved over time.

Academic and Professional Success:

- ✿ They are necessary for academic tasks like essays and reports and are highly valued in all professional fields.

Cognitive Development:

- ✿ The process of writing helps individuals organize their thoughts, improve critical thinking, and enhance analytical skills.

Self-Expression:

- ✿ Writing provides a powerful outlet for sharing personal feelings, knowledge, and beliefs in a structured way.

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The Process of Writing

💡 Writing is not just about putting words on paper but is an ongoing process that includes:

1. Planning:

💡 Exploring ideas, conducting research, and organizing thoughts into a coherent plan for the text.

2. Drafting:

💡 Putting ideas into written form, focusing on getting the main points down.

3. Revising:

💡 Reviewing and refining the text for clarity, logic, grammar, and overall quality.

4. Editing and Proofreading:

💡 Correcting errors in spelling, grammar, punctuation, and sentence structure to ensure the final text is polished and error-free.

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Cohesion & Coherence

- 🧠 Cohesion refers to the linguistic connections within a text, achieved through devices like conjunctions, pronouns, and repetition to link words and sentences.
- 🧠 Coherence refers to the overall logical flow and sense-making of the entire text, ensuring ideas are structured and sequenced logically so the reader understands the text as a unified whole.
- 🧠 Cohesion focuses on the connections between parts of a text. It uses specific linguistic tools called cohesive devices to create clear relationships between sentences and paragraphs.
- 🧠 Coherence is the broader concept, ensuring your ideas make sense as a whole.

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Cohesion

- ✚ **Pronouns and Referencing:** Using pronouns (he, she, it, they) to refer to nouns mentioned earlier, avoiding repetition.
- ✚ **Conjunctions and Transitional Signals:** Using words like "however," "therefore," "and," "but" to connect ideas and show relationships between sentences.
- ✚ **Repetition:** Repeating key words or ideas to maintain focus and create a link between ideas.
- ✚ **Substitution:** Replacing a word with another word to avoid repetition and create a link.

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Coherence

Logical Organization:

- ✚ Ideas are presented in a sensible order, often following a clear structure like an introduction, body, and conclusion.

Clear Progression:

- ✚ Each paragraph and sentence should logically build on the previous one, leading the reader through the argument or information.

Topic Sentences:

- ✚ Each paragraph starts with a topic sentence that introduces the main idea and how it relates to the overall topic, setting a clear focus.

Unity:

- ✚ All the ideas presented in the text should be relevant to the main topic and contribute to the overall message, creating a unified whole.

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Expansion of sentence

- 💡 To expand a given sentence, add descriptive details using the question words who, what, where, when, how, and why, incorporating adjectives, adverbs, similes, prepositional phrases, or subordinate clauses to provide more context and detail.
- 💡 For example, the simple sentence "It jumps" can become "The frog jumps into the pond" or "The frog with green skin jumps into the pond on a sunny day".

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Steps to Expand a Sentence

- ✚ **Identify the core sentence:** Start with a basic subject-verb-object structure.
- ✚ **Ask the five Ws and one H (Who, What, Where, When, Why, and How):**
 - **Who:** Add details about the subject (e.g., color, shape, size, name).
 - **What:** Add details about the object or action.
 - **Where:** Add details about the location of the action.
 - **When:** Add details about the time of the action.
 - **Why:** Add the reason for the action using conjunctions like "because".
 - **How:** Add details describing the manner of the action using adverbs (ending in -ly) or similes (using "like" or "as").

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Steps to Expand a Sentence

Add descriptive words and phrases:

- **Adjectives:** Describe nouns (e.g., green frog, sunny day).
- **Adverbs:** Describe verbs (e.g., jumps smoothly).
- **Prepositional phrases:** Add details about location or time (e.g., into the pond, in the morning).
- **Subordinate clauses:** Add extra information using subordinating conjunctions (e.g., because it is spring).

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Steps to Expand a Sentence

Example

🧠 **Original sentence:** The girl eats.

🧠 **Adding details:**

- **Who:** The tall girl.
- **What:** The tall girl eats fruit.
- **Where:** The tall girl eats fruit at the park.
- **When:** The tall girl eats fruit at the park every afternoon.
- **How:** The tall girl eats fruit at the park every afternoon quickly.

🧠 **Expanded sentence:** The tall girl eats fruit at the park every afternoon quickly.

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Recognizing a Jumbles sentence into Coherent Paragraph

- 🧠 To organize jumbled sentences into a coherent paragraph, you should first read all the sentences to grasp the central theme and identify potential introductory and concluding sentences. Then, look for logical connections using keywords, pronouns (like "he," "she," "it," "this," "that"), transition words (like "first," "next," "however," "therefore"), and time references to establish a chronological or logical flow.
- 🧠 Finally, assemble the sentences in order, then read the complete paragraph aloud to ensure it flows naturally and makes sense.

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Steps to Reorganize Jumbled Sentences

1. Understand the Topic:

- 🧠 Read all the jumbled sentences to get a general idea of the subject or event they describe.

2. Find the Opening Sentence:

- 🧠 Look for a sentence that introduces the main topic, person, place, or concept without referring to something mentioned previously.

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Steps to Reorganize Jumbled Sentences

3. Identify Connecting Sentences:

- 🧠 **Nouns and Pronouns:** Sentences that introduce a noun are often followed by sentences using pronouns (like "it," "he," "they") to refer back to that noun.
- 🧠 **Transition Words:** Pay attention to words like "and," "but," "therefore," "however," "in addition," "first," "next," or "finally," as they connect ideas or show a sequence.
- 🧠 **Time References:** If the sentences describe a series of events, arrange them in a chronological or logical order based on time.

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Steps to Reorganize Jumbled Sentences

4. Locate the Concluding Sentence:

- 🧠 Identify a sentence that summarizes the main idea or provides a final thought, which often appears at the end of the paragraph.

5. Assemble and Read:

- 🧠 Once you have a potential order, arrange the sentences to form a paragraph and read it aloud to check for logical flow and coherence.

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Paragraph Writing

💡 Paragraph writing involves grouping related sentences to develop a single main idea, using a structure with a topic sentence, supporting details, and a concluding sentence. To write a paragraph, you should first brainstorm your idea and draft a topic sentence that introduces the main point. Next, provide specific supporting sentences that offer examples, evidence, or further explanation related to the topic. Finally, write a concluding sentence to summarize the main idea, wrap up the paragraph, and potentially transition to the next one.

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Steps for Writing a Paragraph

1. Brainstorm Ideas:

- 💡 Think about the single topic or main idea your paragraph will focus on.

2. Write the Topic Sentence:

- 💡 Create a clear topic sentence, usually the first sentence, that introduces the main idea.

3. Develop Supporting Sentences:

- 💡 Write several sentences that provide more details, facts, or examples to support the topic sentence.

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Steps for Writing a Paragraph

4. Add a Concluding Sentence:

- ✎ End the paragraph with a concluding sentence that restates the main idea and summarizes the paragraph's points.

5. Edit for Clarity and Flow:

- ✎ Check your paragraph for grammar, spelling, and punctuation errors, ensuring all sentences are connected and the ideas flow logically.

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Letter Writing

- 💡 Letter writing is a communication skill for exchanging written messages, with two main types: formal (for business, official, or civic matters) and informal (personal messages to friends and family).
- 💡 The introduction is the initial part of the letter, where you state the purpose for writing, provide necessary context, and transition into the main body of your message.

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Types of Letter

Informal Letter

- ✿ Letters to friends and family can be written in a conversational style. They are just a composition of spontaneous thoughts, and they are easy and personal. When writing an informal letter, you are free to use colloquial language, which would be quite out of place in a formal letter.
- ✿ This does not mean that you can pen down random thoughts that are totally disconnected and make no sense. Wrong spelling, punctuation and grammar are not allowed even though the letter is informal and personal.

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Types of Letter

Formal Letter

- 📌 Formal letters or Business letters should be clear and concise. You should always remember that formal letters are written to bring important information into consideration, so you should always take care to draft the letter carefully by providing only the necessary information.
- 📌 The language used in formal letters is a lot more professional than informal letters. The format of formal letters is the same as explained above, with a few additions, viz., ‘the Receiver’s Address’, ‘Subject’ and ‘Signature’.

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Formal Letter Format

[Your Name]

[Your Address]

[City, State, PIN Code]

[Date]

[Recipient's Name/Designation]

[Recipient's Organization]

[Recipient's Address]

[City, State, PIN Code]

Subject: [Brief and Specific Subject of the Letter]

Dear [Recipient's Name/Title, e.g., Mr./Ms./Dr. Last Name],

[Opening Paragraph: Start with a respectful greeting and mention the purpose of the letter concisely. For example, "I am writing to request..."]

[Body Paragraph(s): Elaborate on the matter, providing necessary details. Ensure clarity, politeness, and professionalism. For example, explain the reason for your request, provide context, or share relevant information as required.]

[Closing Paragraph: Conclude by summarizing your request, thanking the recipient, or mentioning next steps. End on a polite note, e.g., "I look forward to your positive response."]

Thanking you,

Yours sincerely/faithfully,

[Your Full Name]

[Your Designation, if applicable]

[Your Contact Information, if required]

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Informal Letter Inviting Friend to come to their Place

**129,
Navyug Apartments
Pitampura
Pune**

February 3rd, 2021

Dear Geethanjali,

It's been a while since I've heard from you. Where have you been? I hope this letter finds you in the best of your health. As summers are approaching, I was thinking if we could spend the summer break together at my place in Pune.

I will introduce you to all my friends and close relatives. I will give you a city tour as well. We will spend some quality time in the afternoons near the seashore. To add the cherry on the cake, the weather here is very pleasant during those days due to sea winds.

I am excited even at the thought of you and I spending the summer together after so long. I have to tell you a lot of things and expect the same from you. Give my regards to aunty and uncle!

Hope to see you soon.

**Yours lovingly,
Samyuktha**

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English Literary Association
Tagore Memorial School, Patna

5 Aug. 20XX

NOTICE

Inter-House Competitions

The English Literary Association invites participants in the following contests to be held in the school auditorium:

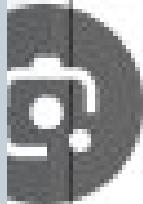
- (a) Debate competition: 20 Aug. 20XX at 11.00 a.m.
- (b) Oratorical skills: 21 Aug. 20XX at 11.00 a.m.
- (c) Elocution contest: 21 Aug. 20XX at 2.00 p.m.

Each house can send a team of two students per item.

Last date for submission of names: 10th August, 20XX

Ravi Mohan
Secretary

ELA



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123 Main Street
Hometown, TX 77008

November 12, 2023

Mark Smith
Customer Relations Director
Sofa Showroom
555 Broadway
Cityland, KS 66214

Re: Broken sofa

Order Number: S-7654

Dear Mr. Smith:

On October 1, 2023, I bought a Plush sofa model number 25811 from the Sofa Showroom website. I paid \$650 on my credit card for the sofa and delivery. Sofa Showroom delivered the sofa to my home on October 10, 2023.

Unfortunately, your product has not performed well because the sofa is defective. One of the legs broke off on October 30, 2023. The sofa is unsteady and rocks while I sit on it, so it is not comfortable or relaxing. I have not used this sofa in a way that would cause any damage. I filed reports about this problem on the Sofa Showroom's website Customer Service page on November 5 and 8. I left my email and asked someone to contact me, but no one has written back.

To resolve the problem, I would like your company to pick up this sofa, for free, and refund the \$650 I paid. I have enclosed copies of my records, including my receipt, delivery invoice, and photos of the broken sofa.

I look forward to your reply and a resolution to my problem. I will wait until December 12, 2023 before I contact my state consumer protection office or get other help.

Please contact me at the above address or by phone at 123-456-7890.

Sincerely,

Jane Doe

Enclosures: Receipt, Delivery invoice, Photos

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Appreciation Letter

[Your Name/Organization Name]

[Date]

[Recipient's Name]

[Company/Organization Name]

Dear [Recipient's Name],

I want to express my heartfelt appreciation for [specific reason, e.g., "your outstanding efforts during the recent project" or "your invaluable support"]. Your [specific qualities or actions, e.g., "dedication" or "innovative approach"] have made a significant difference, and we are truly grateful.

Thank you for your contributions, which have positively impacted [specific outcome, e.g., "our success" or "our team"]. It's a pleasure to work with someone as committed and talented as you.

Warm regards,

[Your Name]

[Your Position]

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Sympathy Letter for Illness

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I was sorry to hear about your recent health challenges. I want you to know that you are in my thoughts and prayers as you face this difficult time. Your strength and resilience have always been inspiring, and I have no doubt that you will face this illness with the same courage.

If there's anything I can do to support you, please do not hesitate to let me know. Whether it's helping with errands, keeping you company, or just being someone to talk to, I am here for you.

Wishing you a speedy recovery and sending my warmest thoughts your way.

Take care,

[Your Name]

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D
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THANK YOIU