

PROFESSIONAL WRITING IN ENGLISH

MODULE 1: IDENTIFYING COMMON ERRORS IN WRITING AND SPEAKING IN ENGLISH

- Professional writing demands use of FIGURATIVE language.
- APEX words are used in P.W.
- It is related to Engineer, Scientist & Technician.
- It is achieved by Practice.

Common error identification in parts of speech:

PRONOUN:

	Subjective/ Nominative.	Objective	Reflexive	Possessive
1 st person singular	I	ME	MYSELF	MINE
1 st person plural	WE	US	OURSELVES	OURS
2 nd person	YOU	YOU	YOURSELVES	YOURS
3 rd person singular	HE, SHE, IT	HER, HIM, IT	HIMSELF, HERSELF, ITSELF	HIS, HERS, NOT USED
3 rd person plural	THEY	THEM	THEMSELVES	THEIRS

Rule 1: In a positive sentence, pronoun is applied in the order of 2,3,1

Ex: *You, He and I shall go to the school.*

She & I shall meet.

Rule 2: Negative sentence has order 3,2,1

Ex: *I, You & He have committed a blunder.*

We & they are working along.

Rule 3: Plural pronoun should be in the order 12

Ex: *We, you, and they should plan for a trip*

I and he planned it.

Rule 4: Objective pronoun are used after let, like, between, but and except prepositions

Ex: *Let me help you in this.*

The problem is between him and her.

Rule 5: In the comparison's nominative pronoun are used

Ex: *I am better than he.*

I am taller than they.

Rule 6: Always use 'It' pronoun for animals, countries, or nonliving entities.

Ex: *I have been to London it is wonderful.*

Rule 7: Do not use an apostrophe with possessive pronouns.

Yours, hers, ours, theirs.

Ex; *The cat has spot on its tail*

Yours faithfully, yours sincerely

PREPOSITIONS

Between -Two or more objects

Ex: *She parked the car between two poles.*

Among- more than 2.

Ex: Chocolates are distributed among the students.

For – Time duration.

Ex: She waited him for hours.

Since: Starting time

Ex: it has been raining since the morning.

In – Usually used in a general sense. (Season, Year, Months, Centuries, Decade, Week, Country)

Ex: My mother is working in the kitchen.

Usually, summer is on the peak in the month of May.

On- More specific. (Dates, Days, Weekends, Avenue)

Ex: The engagement ceremony was held on Monday.

At – Most specific (Hour, Time, Location, Address)

Ex: Meet me at 5p.m., The restaurant used to be at 24 Light Street.

By- Usually end of time.

Ex: I want the assignments to be submitted by Saturday.

In time – before

Ex: Roy arrives to the airport just in time to catch his flight.

On time – at the right time.

Ex: Do not worry you are not late, your just on time.

CONJUNCTIONS:

Rule 1: Conjunctions used in Positive sentences should be followed by “And”. When used in negative sentences, should be followed by “Neither, Nor”

Ex: Both Karan and Arjun went to the movie.

Neither Ram nor Shyam went to the movie.

Rule 2: Either or, neither nor both and, not only, but also, should be followed by same parts of speech.

Ex: ~~he not only lost his phone but also his wallet.~~

He lost not only his phone, but his wallet.

Rule 3: Two conjunctions should not be used in the same sentence.

Ex: ~~Though he went fast, but he was late.~~

Though he went fast he was late.

Rule 4: No sooner should be followed by “Than”

Hardly should be followed by “When or Before.”

Scarcely should be followed by “When or Before.”

Barely should be followed by “When or Before”.

Ex: He was badly 3 years old when he lost his mother.

It was hardly raining when I was in the market.

Rule 5: That should not be used before in direct speech

Ex: ~~Madhu said that, "I will go there"~~

Madhu said, "I will go there"

Rule 7: Doubt and doubtful sentences are followed by “IF” in positive sentence and “THAT” in negative sentence.

Ex: ~~I doubt that he will answer.~~

I doubt if he will answer.

~~I do not doubt if he will come.~~

I do not doubt that he will come.

USE OF VERBS AND PHRASAL VERBS:-

Phrasal verbs are group of words consisting of a verb. They are two or more words that come together to give us a new verb with a different meaning from the original words. It enhances the meaning of the verb and sometimes gives a completely new meaning. There are 4 types of phrasal verbs.

- | | |
|---------------|-----------------|
| 1) Transitive | 2) Intransitive |
| 3) Separable | 4) Inseparable |

1.Back UP – To support or to defend.

2. Calm Down – relax

3. Check Out – examine
4. Cheer UP – Make someone happy.
5. Come Around – Change one’s opinion.
6. Come Up – Occur or present (I have come up with an idea)
7. Count On – Depend
8. Dive Into – eagerly begin an activity.
9. Fall Apart – breakdown or fall into pieces.
10. Find Out – discover.
11. Get Across – Good Communication
12. Get Along – being friendly
13. Call Off – cancel
14. Give Up – quit
15. Get Over – recover
16. Hand In – submit
17. Hold Back – stop or prevent
18. Keep Up – continue
19. Let Down – disappoint
20. Think Over – consider
21. Top Off – refill
22. Turn Down – reject
23. Back Off – withdrawal
24. Bounce Off – try an idea
25. Account For – give reason
26. Add Up – make sense
27. To Brush Up – refresh knowledge
28. Burnt Out – exhausted
29. Kick off – to begin
30. Nod Off – fall asleep
31. Wipe Out – destroy
32. Mull Over – worry about something
33. Bear with - Be patient.
34. Break off- End

- 35. Hold back from - Not allowing yourself to do something
- 36. Zone out - Dissociate yourself
- 37. Wrap up -
- 38. Go ahead - Proceed.
- 39. Pick out - Choose.
- 40. Look up- to get better.
- 41. Track down- a long search
- 42. Cut off- isolate
- 43. Hand back- return something
- 44. Bring up - mention something
- 45. Get away - escape
- 46. Hang on- hold on or wait
- 47. Hang up - end call
- 48. Hang out - chilling or spending time with someone
- 49. Pay back - revenge
- 50. Put on – to dress oneself on
- 51. Take off – to leave a place
- 52. Put down - insult or demean
- 53. Set back - delay
- 54. Set off - leave or begin a journey
- 55. Set up - arrangement
- 56. Stand by - remain loyal or faithful
- 57. Pass out - become unconscious
- 58. Knock off – stop work
- 59. Take up - begin something new
- 60. Ask over - invite
- 61. Hold on- wait
- 62. Pass away - die
- 63. Play around - be silly
- 64. Point out – refer (directly)
- 65. Ask for – request
- 66. Come over - visit

67. Turn down - reject

68. Wrap up – cover or enclose.

SUBJECT VERB AGREEMENT (CONCORD RULES)

1. Single subject takes singular Verb

plural subject takes plural verb.

2. When two nouns are combined the verb related to the first noun.

3. When two nouns refer to one Idea the verb use is singular

Ex: rice and curry is a perfect combo.

4. Units of measurements, Fixed distance, weight, amount, and titles take singular verb

Ex: Harry Potter is a great novel

50000 rupees is the total fee

5. Some subjects- any, no, every, each, everyone, someone, none, what, either, neither, something, anything, anybody, which ,etc.. take a singular verb.

6. Pair Nouns take Plural form

Ex: Spectacles are placed on the table.

7. Some nouns which end in 'S' take a singular verb.

News, Sports, Physics, etc

Ex: News is being telecasted.

8. Collective nouns take singular verbs.

Ex: The committee has passed the bill.

The herd of cattle has been lost.

9. If the subject is one of + plural noun singular verb is used.

Ex: One of my Friends is an Atheist.

One of the chefs was on leave.

10. Some words are plural in nature but take singular verb.

Ex: furniture, poetry, news, advice, hair, information, alphabet, stationery, machinery, business, knowledge, etc...

11. Nouns connected with - a lot of, number of, majority of, etc ... Take the Plural form.

Ex: A lot of students were infected by the virus.

11. 'Each and Every' follows Singular verb.

Ex: Every mango was ripe.

Each of the girls in the class was hard working.

12. When the subject of the sentence is complex, the main noun decides whether the verb will be singular or plural.

SEQUENCE OF TENSES :

Simple Present Tense	Simple Past Tense	Simple Future Tense
Subject+V1+Object	S+V2+O	S+will+V1+O
Continuous Present Tense	Continuous Past Tense	Continuous Future Tense
S+am/is/are/+V1+ing	S+was/were++V1+ing	S+will be+V1+ing
Perfect Present Tense	Perfect Past Tense	Perfect Future Tense
S+have/has++V3+ing	S+had+V3+ing	S+will have +V3+O
Perfect Continuous Present Tense	Perfect Continuous Past Tense	Perfect Continuous Future Tense
S+had been+V1+ing+O	S+will have been+V1+ing+O	S+will have been V1+ing+O

CONFUSED / MISUSED WORDS.

1. Affect: influence (verb)

Effect: Result (noun)

2. Lie - recline or rest

Lay: put or place

3. Lose- misplace

Loose- weak or movable

4. There: direct place or object

Their : possession or belonging

They're: they are

5. Principal: higher authority

Principle: rules & regulations.

6. Accept: acknowledge

Except: exclude

7. Complement: to complete.

Compliment: expression of affection, esteem.

8. Farther: refer to distance

Further: more

9. Piece: Slice

Peace: serenity

10. Right: direction/ correct

Write: penning

11. Woman: Singular

Women: Plural

12. Desert: Sand area

Dessert: sweet dish

13. Cereal: grain

Serial: sequence

14. Capital: money, City

Capitol: building where a legislature meets

15. Disinterested: partial

Uninterested: bored

16. Emigrate: move away or leave

Immigrate: move into or enter.

17. Empathy: understand someone's feelings.

Sympathy: feeling sorry for someone

18. Flaunt: show off

Flout: defy

19. Historic: important or famous

Historical: related to history.

20. Stationary: not moving or steady.

Stationery: collection of office items.

21. Elicit: obtain something from someone

Illicit: illegal

22. Forward: moving front

Foreword: book intro

23. Conscience: moral understanding

Conscious: be awake or aware

24. Sell: verb

Sale: noun

25. Premier: first in order

Premiere: first public performance or appearance

26. Fiance: engaged man

Fiancée: engaged woman

27: i.e.: that is

e. g: example e

28. Concave: curves inwards

Convex: curves outwards

29. Objective: based on facts

Subjective: based on assumptions

30. Evoke: to call forth

Invoke: bring into effect

31. Through: from one end to other

Thorough: careful and complete

32. Older: used for people or things

Elder: only used to people

33. Discover: recognizing something that already exists

Invent: creating something new

34. Does: do

Dose: measured amount of medicine

35. Knew: past tense of know

New: unused

36: wait: stop

Weight: measurement

37: Here: refer to place

- Hear: perceiving sound
38. Weather: atmosphere
- Whether: if
39. Weak: not strong
- Week: period of seven days.
40. Allowed: permit
- Aloud: hear clearly
41. Ate: past tense of eat
- Eight: 8
42. Coarse: rough
- Course: route / path
42. Besides: in addition to
- Beside: next to
43. Break: split
- Brake: stopping device
44. which: used in question
- Witch: evil woman
45. fourth: 4th
- Forth forward
46. Ensure: guarantee
- Insure: insurance
47. Plain: simple
- Plane: flat surface
48. knight: warrior
- Night: opposite of day
49. By: beside
- Buy: purchase
50. Bare: not clothed
- Bear: carry something
51. Title: name or heading
- Entitle: to give title
52. Quiet: silent

Quite: completely

53. Peel: remove outer cover

Peal: loud ringing of bells

54. Altar: sacred place in church

Alter: change

MODULE 02: NATURE AND STYLE OF SENSIBLE WRITING

PRINCIPLES OF PARAGRAPH IN DOCUMENTS:

Paragraph is a number of sentences grouped together, related to one particular topic.

3 Principles for affective Paragraph Writing:

1. Introduction
2. Main Body
3. Conclusion

PRINCIPLES:

- Classification
- Unity
- Chronological Order
- Variety
- Sorting (more imp to less imp)
- Spatial Order
- Feel Connected
- Avoid Being Hypothetical
- Coherence
- Evidence & Illustration
- Contrast, Comparisons & Analogies
- Cause & Effect

INTRODUCTION:

- An Introduction should consist of Opening statement, Aim & Objective.
- Begin with a Question, Quotation, Anecdote, Analogy. They help in grabbing the attention.
- Intro should also consist of Developers and Terminators.
- Good intro creates the interest making the reader go further.

CONCLUSION:

- Conclusion is providing closure, another important aspect.
- Review the important points.
- Restate your supporting point / key point.
- Write down the final thoughts purely based on the writer's (yours) perspective.
- Make use of closing statement that should relate to the opening statement.
- Use the words like: To review, to sum up, to conclude, etc.....
- Finally end it by Anecdote, Quotation.
- Make the last impression count.

PRECISE WRITING

Precise writing is a summary, it is overall just in few words.

Some Qualities of good precise writing is that it should be accurate and precise. It should be clear and coherence. Also well connected without missing the originality. Best suitable title is mandatory.

Do 's

1. Read the comprehension

2. Note down important points or core points.
3. Make rough draft of the precise. (Key Words).
4. Use simple language while drafting.
5. It should only be written in 3rd person. (She, They, He)
6. It should be written in indirect form.
7. Cover all the important details.
8. Keep it simple and easy to understand.

Don'ts:

1. Don't elaborate
2. Don't use your own interpretations assumptions or criticisms.
3. Copy paste of the sentence is strictly prohibited.
4. Avoid using abbreviations.
5. Follow the sequence don't break the flow.
6. No additional information is to be provided.
7. Essence of the writing shouldn't lose.
8. Do not rewrite or make it complicated.
9. Do not use first person.

TECHNIQUES IN ESSAY WRITING:

Essay writing Depicts your thoughts, grammar, writing style, writing skills, knowledge, vocabulary.

1. Analyze.
2. Introduction
3. Define your argument or statement.
4. Put down your facts, evidence, and a proper reasoning.
5. There should be clarity of thought.
6. Describe the features or the problems.
7. Provide solutions or advantages.
8. Avoid using metaphors, similes, or abbreviations.
9. Only formal English is to be used.
10. Use conjunctions to make the sentence bigger (However, Also, nevertheless, moreover, therefore, in addition)
11. Make the sentence compounds by using relevant vocabularies.
12. Proper usage of punctuations and tenses.

IMPORTANCE OF PUNCTUATION MARK:

Punctuation is a system of symbols and signs. It shows us how structure is formed. It ensures clarity of thoughts and enforces grammatical rules. It is a way to express our emotions and communicate our feelings or thoughts. Despite of all these punctuation plays major role in differentiating your opinion from Facts, organizing sentence in a better way that it can be easily read or understood.

. Full Stop or Period

It shows the end of declarative sentence.

It is also used in abbreviations. [Mr. & Mrs.]

, Comma

Comma are called as natural pauses. They are used to separate ideas and independent clauses. they are usually found before a coordinating conjunction. (For, and,nor,or). They are also used in separating the series of items.

? Question mark

They are used in interrogative sentences.

! Exclamation mark

It shows storm emphasis are strong emotions, usually used in the end of dramatic sentences.

Alas! Hurray!

' Apostrophe

Used in Possessive Form (I'm)

Used in Contractions, showing a letter or letters has been omitted. (Don't).

" " Quotation Mark

They are also known as speech marks. Used while stating Quotations. Also indicates direct speech.

: Colon

They are used in connecting clauses.

To announce, introduce, or direct attention to a list, a noun or noun phrase, a quotation, or an example/explanation.

; Semicolon

Used in separating elements within the sentence. Also used in connecting two independent clauses.

Ex: I went to the grocery store today; I bought a ton of fruit. Apples, grapes, and pears were all on sale.

- Hyphen

They are used to form compound words or or used to divide a word where there is not enough space for the whole word.

Ex: Self- Confidence, Daughter - in - law.

- Dash

En Dash shows the range in time periods, distance. (2001-2004)

Em Dash shows the big pause in the sentence.

(Note: Hyphen is smaller than em dash & em dash is bigger than en dash.)

() Parentheses

They are used to add information. It is extra information which is less important than the main part and the sentence.

... Ellipsis Point

It depicts emission of words and the sentence or shows about an unfinished sentence.

Ex: Etc ...

/ Slash

It indicates OR, PER, abbreviation of word (a/c number). Also used to separate letters numbers or words

[] Square brackets

They are used to clarify information within quotes.

{ } Curly brackets or Squiggly brackets.

They are used to group a set, commonly found in mathematical sets.

* Asterix

It is used to show a foot note in formal writing especially in scientific writing and academic writing.

& Ampersand.

It replaces the word AND.

Pound Symbol

They are used for marking the number of something and also used for hashtags.

~ Tilde

It is a diacritic mark, which can indicate a particular pronunciation for the letter it is attached to, or be used as a spacing character.

\ Back slash

They are used in programming or coding

COLLOCATIONS:

Combination of words that naturally fit together or often go together. In other words, collocations are a group of two or more words that are almost always put together to create a specific meaning. There is neither any logic nor any hard and fast rule.

There are many types of collocations

adverb + adjective

adjective + noun

noun + noun

noun + verb

verb + noun

verb + expression

verb + adverb

EX: Heavy rain ~~thick rain~~

high temperature ~~tall temperature~~

scenic view ~~seenic picture~~

have an experience ~~do/make an experience~~

He had intended to **take a holiday** in New York.

He wanted to see if he could **get a job** with us.

I might **take a lesson** from you.

My goals were to go back to school and **get a degree**.

I'll **take a look** at the website and let you know what I think.

He was beginning to **get angry**.

Couldn't you **do a favor** and leave me alone.

We are to **make a contract** for a supply of raw silk with the company.

I like to **do homework**.

The company is about to **go bankrupt**

MAKE make a difference make a mess make a mistake make a noise make an effort make furniture make money	TAKE take a break take a chance take a look take a rest take a seat take a taxi take an exam	HAVE have a bath have a drink have a good time have a haircut have a holiday have a problem have a relationship
DO do business do nothing do someone a favour do the cooking do the housework do the shopping	BREAK break a habit break a leg break a promise break a record break a window break someone's heart	CATCH catch a ball catch a bus catch a chill catch a cold catch a thief catch fire

VERB COLLOCATIONS			
COME	GO	GET	KEEP
<ul style="list-style-type: none"> • Come close • Come complete with • Come first • Come into view • Come last • Come prepared • Come right back • Come second • Come to a compromise • Come to a decision • Come to an agreement • Come to an end • Come to a standstill 	<ul style="list-style-type: none"> • Go astray • Go bad • Go bald • Go bankrupt • Go blind • Go crazy • Go dark • Go deaf • Go mad • Go missing • Go online • Go out of business • Go overseas • Go quiet • Go sailing • Go to war 	<ul style="list-style-type: none"> • Get a job • Get angry • Get a shock • Get married • Get drunk • Get frightened • Get lost • Get permission • Get pregnant • Get started • Get the impression • Get the message • Get the sack • Get upset • Get wet • Get worried 	<ul style="list-style-type: none"> • Keep a diary • Keep a promise • Keep a secret • Keep an appointment • Keep calm • Keep control • Keep in touch • Keep quiet • Keep someone's place • Keep the change

ADJECTIVES + PREPOSITIONS

OF	FOR	WITH	TO	ABOUT
<ul style="list-style-type: none"> • Afraid of • Ashamed of • Aware of • Capable of • Certain of • Conscious of • Envious of • Independent of • Jealous of • Proud of • Silly of • Typical of 	<ul style="list-style-type: none"> • Eager for • Eligible for • Famous for • Grateful for • Notorious for • Prepared for • Ready for • Renowned for • Responsible for • Respected for • Suitable for • Thankful for 	<ul style="list-style-type: none"> • Associated with • Bored with • Blessed with • Confronted with • Crowded with • Delighted with • Disappointed with • Fed up with • Familiar with • Pleased with • Popular with • Satisfied with 	<ul style="list-style-type: none"> • Attracted to • Accustomed to • Addicted to • Allergic to • Indifferent to • Kind to • Married to • Receptive to • Related to • Similar to • Superior to • Unfriendly to 	<ul style="list-style-type: none"> • Angry about • Anxious about • Enthusiastic about • Excited about • Furious about • Happy about • Nervous about • Pessimistic about • Sad about • Serious about • Upset about • Worried about
IN	BY	FROM	AT	
<ul style="list-style-type: none"> • Comfortable in • Connected in • Disappointed in • Experienced in • Interested in • Polite/impolite in • Present in • Skilled in • Slow in • Successful in • Talented in 	<ul style="list-style-type: none"> • Amazed by • Delighted by • Disturbed by • Excited by • Fascinated by • Impressed by • Inspired by • Astonished by • Shocked by • Surprised by 	<ul style="list-style-type: none"> • Made from • Different from • Safe from • Absent from • Free from 	<div>ON</div> <ul style="list-style-type: none"> • Keen on • Based on 	
			<ul style="list-style-type: none"> • Amazed at • Angry at • Annoyed at • Awful at • Bad at • Brilliant at • Clever at • Delighted at • Disappointed at • Excellent at • Excited at • Good at • Hopeless at • Mad at • Present at • Terrible at 	

CONTRACTIONS:

Contraction is a word made by shortening and combining of two words. They usually take words that go together. All Contractions included a punctuation mark i.e., Apostrophe.

There are two types of Contractions:

1. Formal:

Used in speaking and writing.

2. Informal:

Used only in speaking. They are strictly prohibited in Formal writings.

Some Formal Contractions

aren't – are not

couldn't – could not

doesn't – does not

hadn't – had not

haven't – have not

he'll – he will; he shall

I'd – I had; I would

I'm – I am

it's – it is; it has

let's – let us

mustn't – must not

she'd – she had; she would

shouldn't – should not

there's – there is; there has

they'll – they will; they shall

they've – they have

we're – we are

weren't – were not

what're – what are

what've – what have

who'd – who had; who would

who're – who are

who've – who have

can't – cannot

didn't – did not

don't – do not

hasn't – has not

he'd – he had; he would

he's – he is; he has

I'll – I will; I shall

I've – I have

isn't – is not

mightn't – might not

shan't – shall not

she'll – she will; she shall

that's – that is; that has

they'd – they had; they would

they're – they are

we'd – we had; we would

we've – we have

what'll – what will; what shall

what's – what is; what has

where's – where is; where has

who'll – who will; who shall

who's – who is; who has

won't – will not

wouldn't – would not

you'll – you will; you shall

you've – you have

you'd – you had; you would

you're – you are

Informal Contractions:

Ain't = Am not/are not/is not

Wanna = Want to

Kinda = Kind of

Outta = Out

Lotsa = Lots of

Cuppa = Cup of

Lemme = Let me

Tell'em = Tell them

Innit? = Isn't it?

Gonna = Going to

Oughta = Ought to

Hasta = Has to

Supposta = Supposed to

Cmon = Come on

Gotta = (have) got a

Shouldna = Shouldn't have

She'da = She would have

Woulda = Would have

Mightna = Mightn't have

Mussna = Must not have

Wontcha = Won't you

Betcha = Bet you

D'you = Do you

Dija = Did you

Ain't = Has not/have not

Whatcha = What are you

Sorta = Sort of

Alotta = A lot of

Mucha = Much of

Dunno = Don't know

Gimme = Give me

Cos = Because

I'mma = I'm going to

Needa = Need to

Hafta = Have to

Usta = Used to

Gotta = Got to

Ya = You/ you are

Shoulda = Should have

Wouldna = Wouldn't have

Coulda = Could have

Mighta = Might have

Musta = Must have

Dontcha = Don't you

Layder = Later

Gotcha = Got you

Didntcha = Didn't you

S'more = Some more

MISPLACED MODIFIERS:

Misplaced modifiers are a word phrase or clause which is not present in the sentence, or placed at a different position because of which confusion in the sentence is created or the sentence appears to be incorrect. They are a major Grammar mistake which hinders the communication or gives a wrong impression.

For Example, Neil Armstrong made history as the first man to step on the moon in 1969. In this example, due to the placement of the modifier in 1969, the sentence seems to say that Neil Armstrong was the first man in that particular year to step on the moon. Instead, the modifier should be placed directly next to the clause it relates to – Neil Armstrong made history.

1. ~~The suspects were interviewed right after the crime was committed by the detectives.~~

The suspects were interviewed by the detectives right after the crime was committed.

2. ~~Ram drinks hot cup of coffee daily.~~

Ram drinks a cup of hot coffee daily.

3. ~~Rahul gives oranges to the equal in basket~~

Rahul gives equal oranges in basket.

4. ~~My father only contributed rs 200 to my school books.~~

My father contributed only rs 200 to my school books.

5. ~~Walking on the highway, a car will hit you.~~

If you walk on highway a car will hit you.

6. ~~Preeti founder watch silver women's.~~

Pretty found a women's silver watch.

7. ~~A guy killed a Snake around 7 feet tall.~~

A guy around 7 feet tall killed a Snake.

8. ~~Lee only eats cakes.~~

Lee eats only cakes.

9. ~~We will not sell paraffin to anyone in glass bottles.~~

We will not sell paraffin in glass bottles to anyone.

10. ~~Talking quickly annoys people.~~

Talking quickly is a sure way to annoy people.

MODULE 3: TECHNICAL READING AND WRITING PRACTICES

TECHNICAL WRITING PROCESS:

Technical writing is a form of communication that professionals use to convey information about specialized topics.

It is used to provide instructions, explain technical concepts, and give information regarding computer applications and procedures. Many Industries rely on technical writing.

5 Steps of Technical writing:

Plan, Structure, write, Review and Publish.

In other words, which is the process of writing and sharing technical information in a professional setting.

Characteristics:

- i) Accuracy
- ii) objective
- iii) clarity
- iv) concise
- v) continuity (message flow)
- vi) writing style (formal, no personal)
- vii) easy & simple language
- viii) result focused (outcome is mandatory)

INTRODUCTION TO TECHNICAL REPORT WRITING:

Technical report writing is a type of formal report designed to describe the process, progress, or result of Technical or scientific research.

It is a means of communication which provides useful information to the readers regarding the technical aspects. It includes recommendations and conclusions.

It is also called *scientific documentation*.

Format:

1. Title Page

Title: Center of page in Capital Letters.

Name and Position of the writer

Name and Position of the Reader

Date of Submission.

2. Abstract/ Summary

Brief overview, features, highlights & conclusion. It should be within 200 words.

3. Table of Content (Index)

4. Introduction

Necessary background, aim and objective, hypothesis, scope of the project.

5. Body

Main content, findings, methodology, comparisons and discussions of the result, figures, tables, equation. In short nature of the project.

6. Conclusion

Mirror of your introduction, gist of overall, state the outcomes, highlight their significance.

7. Recommendation

Giving suggestions based on your conclusion. Do's and don'ts. Contributing factor in decision making.

8. Acknowledgement

9. Appendix

They are attachment or additional or data which is too lengthy or detailed to include in report.

They are Raw Data.

Significance of Report

1. Better communication or sharing information.

2. Tool of efficient communication helps in making crucial decisions.

3. Evidence of your work.

4. Organise the data properly.

5. Tool for evaluation of your work.

6. Decision making tool.

7. Developing skills: help in developing designing, organizing, coordination, judgement, and communication better.

8. Professional progress: helps in getting promotion or getting a good job.

9. Measuring performance.

10. solve problem and enable decision making.

11. Forming repository of knowledge and data.

12. Reference point in decision making.

13. Provide a basis for critical thinking.

14. Innovative decision making.

Types of Reports:

1. Informative & Analytical Report
2. Periodic & Special Report.
3. Format & Informal Report
4. Individual & Group Report
5. Oral & Written Report

TECHNICAL PROPOSAL

Technical Proposals are documents framed specially for proposing the idea for any system that has a certain technical procedure for its execution. It contains details of procedures and methodology needed to apply for proper execution or technical success. Technology is growing rapidly so technology used in companies and businesses should be strong enough to fulfill the demands of the clients or the needs of the people profiting them.

Characteristics:

1. Technical proposals should be neat, attractive, and interesting.
2. Proper format i.e. it should be in sequence.
3. It should have convincing tone showing your confidence background work should be very clear.
4. Focus on reader's needs.
5. Support by concrete actions.
6. Clear, concise, coherent, factual.

Types:

1. Research Technical Proposal

Technical writing aims around specific research topics. It includes objective and strategies of implementation

2. Academic Technical Proposal

Related to academics highly focused and very well structured.

3. Business Technical Proposal

It focuses on improving the business process it could be technical software or instruments to save time or cause and get more benefit.

4. Government Technical Proposal

In this the government department are clients, it only works for the government and is highly formal.

5. New proposal

Proposal submitted to responsive for the first time

6. Revival Proposal

Modifying a proposal according to the sponsor is declined.

7. Supplemental Proposal

When needed money for an already funded proposal during the current budget period. (Additional funding requirement)

8. Continuous Proposal

Scientific Writing.

Scientific writing is a technical form of writing that communicates scientific information to other scientists in a document, book, or presentation in written form. It requires a lot of research and exact wording and can include grant requests, peer reviews and summarized findings.

Features:

1. Precision
2. Clarity
3. Peer reviews
4. Primary audience
5. Formal language
6. Organization
7. Awareness of existing scientific literature

Format:

1. Abstract
2. Introduction
3. Materials and Methods
4. Result
5. Discussion
6. Acknowledgement
7. Citation
8. Appendices

Grammar Voices

Active and Passive

In an active voice sentence, the subject performs the action stated by the verb.

For example, "She wrote a letter."

S+ V+ O

Passive voice: In a passive voice sentence, the subject receives the action of the verb. The focus is on the recipient of the action rather than the doer.

For example, "The letter was written by her."

- **0+ V3 + S**
- Passive voice should have the 3rd form of Verb.
- Subject and Object places get interchanged.
- *If the Active Voice has continuous Tense in it,
- It is replaced by BEING in the passive voice.

Ex: Boys are playing cricket

Cricket is being played by boys.

- If Has/ have/ had is used in the Active Voice
It is replaced by BEEN.
Ex: Has anybody Answered your question?
Has the question been answered by anybody?

AV

I

We

He

She

They

You

It

PV

Me

Us

Him

Her

Them

You

It

REPORTED SPEECH

Reported Speech

A reported speech is a speech which tells you what someone said, but does not use the person's actual words.

- choose a reporting verb and tense
- change the perspective, or point of view.
- choose whether to include "that" or "if."
If Statement - that
If Question - if / whether
- change the tense. [always past tense]

Direct speech: She said, "I am going to the store."

Reported speech: She said that she was going to the store.

Direct speech: He said, "I will call you later."

Reported speech: He said that he would call me later.

Direct speech: They said, "We have finished the project."

Reported speech: They said that they had finished the project.

Direct speech: Mary said, "I can't attend the meeting."

Reported speech: Mary said that she couldn't attend the meeting.

Direct speech: Tom said, "I might travel next week."

Reported speech: Tom said that he might travel the following week.

<u>Direct Speech</u>	<u>Reported Speech</u>
I	He, she
Me	Him, her
We	They
Us	Them
You	He, she, they
You	Him, her, them
My	His, her
Mine	His, hers
Our	Their
Ours	Theirs
Your	His, her, their
Yours	His, hers, theirs
This	That
These	Those
Here	There
Now	Then
Today	That day
Tomorrow	The next day / The following day
Yesterday	The previous day
Tonight	That night
Last week	The week before
Next week	The week after
Last month	The previous month
Next month	The following month
Last year	The previous year
Next year	The following year
Ago	Before
Thus	So
Will	Would
May	Might
Can	Could
Shall	Should
Has/Have	Had

SPOTTING ERROR AND SENTENCE IMPROVEMENT

1) The inflation rate (a)/ is currently high in India (b)/ NO ERROR (c).

Answer (a) “inflation” is the correct spelling.

2) She was my class teacher (a)/ and she didn’t went (b)/ to the school yesterday (c)/ NO ERROR (d).

Answer (b) only the 1st form of the main verb is used with ‘did’, it should be “go” instead of “went”.

3) Seema is not smarter (a)/ then my brother (b)/ when it comes (c)/ to playing chess (d)/ NO ERROR (e).

Answer (b) to show comparisons, we use “than”.

4) It has been (a)/ proved multiple times (b)/ that Riya is a honest girl (c)/ NO ERROR (d).

Answer (c) “an” should be used because ‘h’ is silent while pronouncing honest and it gives a vowel sound of ‘o’.

5) The inspector asked Rahul (a)/ to report to the police station (b)/ as soon as he comes from office (c)/ NO ERROR (d).

Answer (c) “came” should be used because the first half of the sentence is in the past tense.

6) My mother was reading (a)/ times of India newspaper and (b)/ she found a really scary news (c)/ NO ERROR (d).

Answer (b) “the Times of India” because it is a proper noun and ‘the’ is always used with its name.

7) Whose did you (a)/ bump into at there (b)/ party yesterday (c)/ NO ERROR (d)?

Answer (a) “Whom” because it is being used as an object, (b); “their” used as a possessive adjective and not to denote a place/position.

8) I could not reach there (a)/ because it had been (b)/ raining for last night (c)/ NO ERROR (d).

Answer (c) “since” is used to denote the point of time.

9) Although she is facing hardships (a)/ in her life rather (b)/ she never deviates (c)/ from the path of truthfulness (d)/ NO ERROR (e).

Answer (b) “yet” is used with the conjunctions – ‘although’ or ‘though’.

10) Seeing Aditya involved upon (a)/ the murder case, his friends (b)/ are turning hostile (c)/ NO ERROR (d).

Answer (a) “in” is the correct preposition and not ‘upon’, (c); “had turned” as the event is in past tense.

CLOZET TEST

EXAMPLE 1:

Earth, our home, is the third planet from the sun. It’s the only _____ (a) known to have an atmosphere containing free oxygen, oceans of water on its surface and, of course, life.

The fifth-largest planet of the Solar system is the Earth. It is smaller _____ (b) the four gas giants — Jupiter, Saturn, Uranus, and Neptune — but larger than the three other rocky planets, Mercury, Mars and Venus.

Earth has a diameter of roughly 8,000 miles and is _____ (c) because gravity pulls matter into a ball. But, it is not perfectly round. Earth is really an “oblate spheroid,” because its spin causes it to be squashed at its poles and swollen at the equator. 71 per cent of the Earth’s surface is covered with water, and most of that is in the oceans. About a fifth of Earth’s atmosphere consists of oxygen, produced by _____ (d). While scientists have been studying our planet for centuries, a lot has been learned in the past few decades by studying pictures of Earth from space.

Q 1. (a)

Planet

Moon

Satellite

Surface

Life

Answer: (1) Planet

Q 2. (b)

For

Then

Than

There

On

Answer: (3) Than

Q 3. (c)

Oval

Round

Square

Uneven

Disrupted

Answer: (2) Round

Q 4. (d)

Animals

Humans

Living Beings

Plants

None of the Above

Answer: (4) Plants

EXAMPLE 2:

Every day for a whole year, all kind of holy men, hermits, scholars and nobles came, and related to the priests their deeds of _(1)_, and the priests in solemn council heard their calms. At last, they decided that the one who seemed to be the greatest lover of __ (2) _ was a rich man who had that very year given all his _(3)_ to the poor. So they gave him the plate of gold, but when he took it in his hand, it turned into _(4)_ lead; thought, when he dropped it on the floor, to his (5)____, it become gold again.

1. Select the most appropriate option that will fill in the blank (1).

- (A) Charity
- (B) kindness
- (C) happiness
- (D) sympathy

2. Select the most appropriate option that will fill in the blank (2).

- (A) Destitute
- (B) Moneyless
- (C) Mankind
- (D) Women

3. Select the most appropriate option that will fill in the blank (3).

- (A) Wealth
- (B) Energy
- (C) time
- (D) Life

4. Select the most appropriate option that will fill in the blank (4).

- (A) Gold
- (B) Worthy
- (C) Worthless
- (D) Valuable

5. Select the most appropriate option that will fill in the blank (5).

- (A) Confusion
- (B) Happiness
- (C) admiration
- (D) Amazement

THEME DETECTION

1. The attainment of individual and organisational goals is mutually interdependent and linked by a common denominator - employee work motivation. Organisational members are motivated to satisfy their personal goals, and they contribute their efforts to the attainment of organisational objectives as means of achieving these personal goals.

The passage best supports the statement that motivation -

- a) encourages an individual to give priority to personal goals over organisational goals.

- b) is crucial for the survival of an individual and organisation.
- c) is the product of an individual's physical and mental energy.
- d) is the external force which induces an individual to contribute his efforts.
- e) makes organisation and society inseparable.

2. Due to enormous profits involved in smuggling, hundreds of persons have been attracted towards this anti-national activity. Some of them became millionaires overnight. India has a vast coastline both on the Eastern and Western Coast. It has been a heaven for smugglers who have been carrying on their activities with great impunity. There is no doubt, that from time to time certain seizures were made by the enforcement authorities, during raids and ambush but even allowing these losses the smugglers made huge profits.

The passage best supports the statement that

- a) smuggling hampers the economic development of a nation.
- b) smuggling ought to be curbed.
- c) authorities are taking strict measures to curb smuggling.
- d) smuggling is fast increasing in our country owing to the quick profit it entails.

3. Though the waste of time or the expenditure on fashions is very large, yet fashions have come to stay. They will not go, come what may. However, what is now required is that strong efforts should be made to displace the excessive craze for fashion from the minds of these youngsters.

The passage best supports the statement that:

- a) fashion is the need of the day.
- b) the excessive craze for fashion is detrimental to one's personality.
- c) the hoard for fashion should be done away with so as not to let down the constructive development.
- d) work and other activities should be valued more than the outward appearance.

ANS- A D C

MODULE -04 PROFESSIONAL COMMUNICATION FOR EMPLOYMENT

Listening Comprehension

The ability to accurately receive and interpret messages in the communication process is called listening.

Listening is key to effective communication. Without the ability to listen effectively, messages are easily misunderstood. As a result, communication breaks down and the sender of the message can easily become frustrated or irritated.

Types:

1. Informational/ Active Listening

To understand and retain information. In this type of listening, a high level of concentration is required. It's main idea is to focus on understanding. It is also used in Critical thinking and Logic.
Ex: Coaching.

2. Discriminative Listening

Discriminative listening is the first listening type that you're born with. In this listening you don't rely on words but on the tone of voice, verbal cues, change in the sound, expression and body language.

Ex: Foreign language

3. Comprehensive Listening

This required language skills and is developed in early childhood. Usually, it is used to understand what someone is saying using words.

Ex: Day -to-day life activity.

4. Critical Listening

This type of listening is used when you are trying to analyse or check complex information also used in problem solving or deep evaluation.

5. Biased Listening/ Selective Listening

When someone is listening for the information that they only want to hear the rest is not validating opinion. In these listening facts are distorted. The listener doesn't focus on the speaker's intention rather focuses on his interest of listening.

6. Sympathetic Listening

Listening by emotions. Focuses on the feelings and emotions of the speaker and in return the listener provides support and understanding. In this listening the listener helps in building deep connection with the speaker.

7. Empathetic listening/ Therapeutic Listening

This listening is a step ahead of sympathetic listening. Here Listener not only listens to it but also tries to understand the perspective of the speaker and tries to fit themselves in the speaker's position. They try to relate their experience or feelings.

8. Suggestive Listening

9. Pretending Listening

10. Intuitive Listening

11.Appreciative Listening

Listening Barriers:

There are many Barriers

1. Technological

- i. Noise
- ii. phone popping
- iii. inconvenient environment
- iv. lack of training

2. Psychological Barriers

- i. Thinking while listening
- ii. judging before listening
- iii. multitasking
- iv. lack of curiosity
- v. stress

3. Personal/ Physical

- i. Tired
- ii. hungry
- iii. unwell
- iv. lack of time
- v. depression

4. Relationship Barriers

- I. Lack of trust or interest
- II. unconscious bias
- III. no common language
- IV. lack of common goals

Others:

- i. Lack of awareness
- ii. lack of attentiveness
- iii. language barriers
- iv. cultural barriers
- v. way of presentation
- vi. late arrival
- vii. egotism
- viii. premature response
- ix. speaker's body language
- x. hearing problem

Improving Listening Skills

- 1) Maintain eye contact with the speaker
- 2) stop talking or disturbing or interrupting
- 3) avoid being judgmental
- 4) visualize what the speaker is saying
- 5) wait for a pause to ask questions
- 6) empathize with speaker
- 7) pay attention to nonverbal cues
- 8) be patient
- 9) hold your emotions or temper

- 10) ask clarifying questions
- 11) give feedbacks
- 12) take notes
- 13) be attentive or focused
- 14) avoid distractions
- 15) practice
- 16) have open mind

READING COMPREHENSION

Tips for effective Reading:

- 1) Make an overall reading goal
- 2) review author title
- 3) skim through the text
- 4) read the end before the introduction
- 5) make selective reading
- 6) take important notes
- 7) critical thinking
- 8) make connections
- 9) vocabulary knowledge
- 10) find main Idea and join the dots
- 11) create summary in your head.

JOB APPLICATION

Name

Adress

City, State, Code

Phone No

E-mail ID

Date

Employer's Name

Company/ Institute/ Name

Job title/ Department

City, State, Code

Dear Sir/ Ma'am

I am writing to express my strong interest in the (job title) position at (company name). As a recent graduate with a bachelor's of Engineering in your field I am eager to embark on my professional journey and believe that (company name) offers the perfect environment to kickstart my career.

Throughout my academic journey, I have actively engaged in extracurricular activities, projects and internships. I believe my academic achievement and passion will align well with the requirement of the job. I am eager to be a part and contribute to the growth of the company.

Enclosing this letter is my Resume.

I appreciate your time and consideration.

Sincerely,

(Your Name)

RESUME:

Name,

Address,

City, State, Pin Code.

Phone No.

Email

Objective:

As a recent BE Graduate, I' am eager to Kickstart my career in the [indus/field] & contribute my skills and dedication to a progressive organization that fosters innovation and growth.

Education

Bachelor of Engineering

VTU University

Year

Class 12th

State board

Year

Class 10th

CBSE /state

Year

Relevant Courses:

Course 1

Course 2

Course 3

Skills:

Technical Skills

(Coding, data analysis, project management, leadership, problem solving, marketing, technical writing, designing.etc..)

Soft Skills:

(Emotional intelligence, interpersonal communication, conflict resolution. decision making, active listener, writer, patience, empathy, enhanced communication skills, teamwork,etc...)

Language Proficiency

English

Kannada

Hindi

Marathi

- **Project Details**
- **Extracurricular Activities**
- **Internship**
- **Key Responsibilities**
- **Award and Honors**
- **References**

EMAIL

Subject: Request for Salary Review

Dear (Manager Name)

I hope everything is going well with you. I have greatly enjoyed working as a(your position) at XYZ company. The opportunity I have got is of high regards.

Over the past years, I have actually contributed to the team's success by taking on additional responsibilities. Considering my dedication to the company or institute, I believe in a fair salary review. I would greatly appreciate the opportunity to discuss this matter further at your earliest convenience.

Thank you for your attention to this regard.

Sincerely
Your Name

OFFICIAL LETTERS:

Formal Resignation Letter

Name of the Sender
Address
Date

To
Name of the Recipient
Company Name
Designation
Address

Subject: Resignation Letter

Dear Mr/Ms

Thank you for the support and the opportunities that you have provided me during the last [Number of year] years. I have truly enjoyed my tenure with [Name of Company] and I am more than grateful for the encouragement you have given me in pursuing my professional goals and personal growth objectives.

If I can be of any assistance during this transition in order to facilitate the seamless passing of my responsibilities to my successor, please let me know. I would be glad to help however I can.

Yours Sincerely.

Name
Signature

Formal Invitation Letter

Name of the Sender

Address

Date

To

Name of the Recipient

Designation

Company Name Address

Subject: Invitation Letter for.....

Dear Sir/Ma'am

It will really be grateful to have your warm presence at (the venue). We will be honored if you come to [name of the occasion] and it will become more delighted with your auspicious presence.

It is hereby informed that the event will commence at the venue address the venue on [Date of the occasion] from (Starting Time of event).

I trust you'll find a moment to dedicate to attending the event, and I'm optimistic that you'll respond positively. Your presence matters to us.

Thanking You.

Yours Truly,

Name

Signature

BLOG WRITING:

Blog is an online journal that provides regular updated content in reverse chronological order.

Format

- Catchy title (attention grabbing)
- Introduction
- body
 - several points or insights, heading and subheadings to break the content.
- use media
 - image /video/ graphic to understand better
- examples or evidence
 - data or statistic or reference
- Personal voice
- conclusion
- Call to action
 - like share comment
- Author bio
 - introduce yourself by relevant information
- Tags and categories

Memo

Memorandum is a type of letter used in company or organization where professional that is informal information is passed.

Format:

Heading

MEMORANDUM

To

From

Date

Subject: staff meeting agenda August 20, 2023

Dear Team,

I hope this memo finds you well we have an upcoming staff meeting schedule for August 20 and want to share the agenda with all of you.

Agenda:

1 2 3 4 5

The meeting will take place in the conference room @ 10 a.m. please come prepared with relevant updates.

Best Regards

name

attachments

Curriculum Vitae

[Your Name]

[Address]

[City, State, ZIP Code]

[Phone Number]

[Email]

Objective:

Experienced software developer seeking a challenging role in a dynamic tech company to contribute my coding and problem-solving skills.

Education:

Bachelor of Science in Computer Science

XYZ University

Graduated: May 20XX

Work Experience:

Software Engineer

ABC Tech Solutions

May 20XX - Present

- Developed and maintained web applications using HTML, CSS, and JavaScript.
- Collaborated with cross-functional teams to design and implement new features.
- Improved application performance, reducing load times by 20%.

Junior Developer Intern

DEF Software Services

Summer 20XX

- Assisted in debugging and testing software applications.
- Participated in code reviews and provided constructive feedback.

Skills:

- Programming languages: Java, Python, JavaScript
- Web development: HTML, CSS, React
- Version control: Git
- Problem solving and debugging skills

Achievements:

- Received Employee of the Month award for exceptional teamwork and contribution.

Projects:

1. E-commerce Website

- Developed a fully functional e-commerce site using React and Node.js.
- Integrated payment gateway and user authentication features.

2. Task Management App

- Created a task tracking application using Java Swing.
- Implemented features for adding, editing, and marking tasks as completed.

Languages:

- English (Fluent)
- Spanish (Intermediate)

References:

Available upon request.

BIODATA

[Full Name]

[Address]

[City, State, ZIP Code]

[Phone Number]

[Email]

Personal Information:

- Date of Birth
- Gender:
- Marital Status:

Education:

Bachelor's Degree in [Field]

[University Name]

Graduated: [Month, Year]

Work Experience:

[Job Title]

[Company Name]

[City, State]

[Start Date] - [End Date]

- Responsibilities: [List key responsibilities and achievements]

Skills:

- [Skill 1]: [Level of proficiency]
- [Skill 2]: [Level of proficiency]
- [Skill 3]: [Level of proficiency]

Languages:

- [Language 1]: [Proficiency level]
- [Language 2]: [Proficiency level]

Hobbies and Interests:

- [Hobby/Interest 1]
- [Hobby/Interest 2]
- [Hobby/Interest 3]

References:

Available upon request.