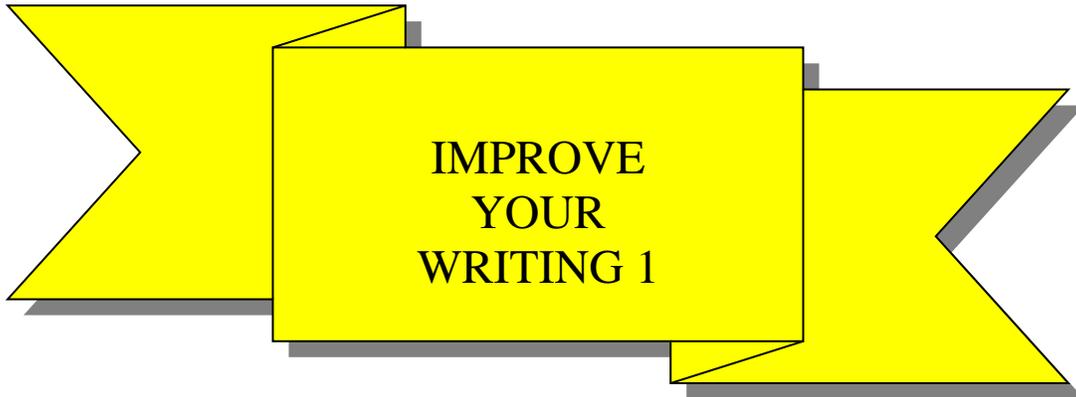


IMPROVE YOUR WRITING 1



The four units of writing which are incorporated in Fluency 2 form a segment devoted to enhancing writing skills. What you need to know here is that writing comes with practice and you must repeatedly attempt the exercises and activities like the following in order to improve your writing ability.

FREE WRITING

Writing is perhaps the most difficult of all the language skills. Even seasoned writers have to make drafts of what they wish to convey before they are satisfied...Where does one begin? How to start? So let's start with the most basic of exercises in writing.

SAMPLE: FREE WRITING



MY CELLPHONE

My mobile is really _____ to me. It is a NOKIA ___ and it comes with a camera. I _____ fond ___ my _____. It helps _____ to connect with my _____.
How _____ exchanging our phones for a while?
Please make sure that _____ keep my _____ neat and clean.

ACTIVITY 1
WRITING A LEAVE APPLICATION

Try and fill up the blanks in the following format of a Leave Application:

To,
The _____
College of Vocational Studies,
Triveni Phase 2,
New Delhi-110017

Subject: _____

Dear _____

This is to request you to _____ me _____ for a fortnight as I have to visit my hometown _____ to see my ailing grandmother.

I will be away from _____ to _____ for this _____.

I am pursuing the final year of Tourism and my roll no. is

_____.
Please _____ me _____ for this period and oblige.

Thanking _____

College of Vocational Studies
New Delhi

Similarly applications can be written to request for something, to make a complaint, to inform about some student's misbehaviour and sometimes just to remind the Principal about something.

ACTIVITY 2
HOMOPHONES

Homophones are words that sound the same but have different meaning and spelling.

Write the homophones for the following:

ASCENT_____

COMPLIMENT_____

ALTAR_____

COARSE_____

ALLOWED_____

COUNCIL_____

DEER_____

LOOSE_____

PIECE_____

WEATHER_____

ANSWERS

assent, complement, alter, course, aloud, counsel, dear, lose, peace, whether

ACTIVITY 3
WRITING CAN BE FUN

Imagine that you are a computer. Now write your **autobiography** as imaginatively as you can.

You can start in the following format by filling in the blanks:

I am a desktop computer. I came to this house just two months back but it seems as if I've always been here. My ----- is to help the -----of this house to use me in whichever ----- they want to. The father uses me to check his ----- and play ----- --- sometimes. The mother does -----and makes her research work more extensive. Sometimes she also checks the ----- to see if her -----are in touch. Their son uses me the ----- and plays all kinds of -----games to pass his time. He is always -----the internet and I wonder if he ever thinks of my stamina? I like to rest too, but that is only possible when he is in --- -----.

ANSWERS (IN RANDOM ORDER)

Job, work, task
Members, people, persons
Style, way, order
Mail, post, email
Songs, music, dance
Typing, emailing, scanning
Friends, relatives, cousins
Most, highest, maximum
Online games, activities
Busy, obsessed
School, college

You must choose one of the above mentioned options to fill in the blanks.

ACTIVITY 4
ASKING QUESTIONS

Writing Task 1
Be the interviewer

Given below are the responses given in an interview of Nusrat Sharif, an activist who has been fighting for the rights of the disabled. On the basis of the responses, write the questions that the interviewer would have asked.

Q. _____

N.S.: Inclusive education can be defined as education for children, who face some kind of obstacle to learning. Through this process one includes children with special needs in mainstream education.

Q. _____

N.S: In India there are two ministries which are involved with disabled children, the Ministry of Human Resources Development and the Ministry of Social Justice. Neither of which have been taking full responsibility for their education.

Q. _____

N.S : Every child can be educated and given a favorable environment. Common schools with comprehensive set-ups and a beneficial peer support system have to be encouraged.

Q. _____

N.S : Schools have to be prepared for inclusive education. There is an urgent requirement to reexamine and develop the curriculum and also provide for extensive teacher training.

Q. _____

N.S : The state has to take positive discriminatory steps. It needs to involve NGO's, parents, disabled activists and professionals.

ACTIVITY 5
LEARN WRITING BY ASKING

Let us assume that you are Shobha Joshi working on a project on disability for your English class.

Write to Indian Handicapped Welfare Association, 94\4, Urban Estate, Gurgaon-122 001. You may ask about

1. How they can help?
2. Their goals and objectives
3. The sphere of their work

WRITING TASK:-HOW TO EXPAND A WORD

Expand the following words to make more words:

Exercise 1

Word _____ Derivatives

Globe: global, _____.

Centre: _____, centralization

Scam: _____

Patron: _____, patronage

Manage: _____, _____, _____ .managerial

Advice: _____, _____, Advisory

Agree: _____, _____, agreement

Avail: _____, Availability

Broker: _____, Broking

Budget: _____, Budgeting

ANSWERS (IN RANDOM ORDER)

Brokerage, scamster, globalization, disagree, agreeable, available,
patronizing, central, advised, manager, management, managing,
budgeted

Exercise 2

Select from the words in brackets the correct word to complete the following sentences:

1. The staff[counsel, council] met last Monday and [formerly, formally] approved the scheme for [partitioning, petitioning] the hall.
2. The [honourable, honorary] gentleman agreed to undertake the work as [honourable, honorary] treasurer, provided he would still be [legible, eligible] to vote at the meetings.
3. She worked in the Pharmacy on [alternative, alternate] days and received many [complements, compliments] on her [courtesy, curtesy] to customers.
4. In the [desert, dessert] a fierce dust storm can completely [envelope, envelop] a small settlement.

ANSWERS:

Council, formally, honourable, honorary, eligible, alternate, compliments, courtesy, desert, envelop

WHAT HAVE WE LEARNT

1. Writing for oneself is free writing
2. Homophones are words which are pronounced similarly but have different meanings.
3. Autobiographies are fun
4. Asking questions is a good way to get writing practice.

