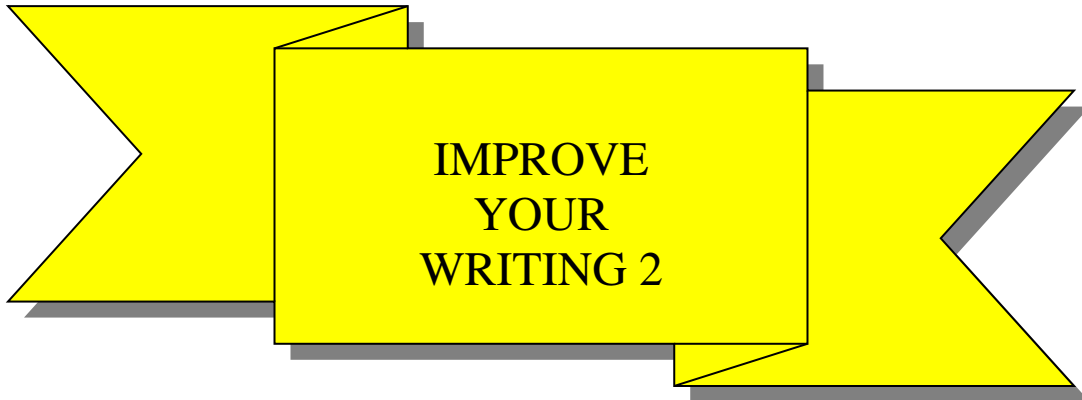


IMPROVE YOUR WRITING 2



Based on the writing units in Fluency 2

ACTIVITY 1
OBSERVATIONS: PRE-READING ACTIVITY

What makes good writing good?

Good writing can be divided into two parts--what we say and how we say it...The first thing to realize about good writing is that it requires extensive reading and some amount of thinking. 'Thinking' is the ability to introspect—to look inwards and be aware of one's responses and feelings...You must develop the ability to question or critique your thoughts so that there is depth in your thought. Good writing also requires keen observation.

There are conventions in writing as there are conventions in almost everything we do, and good writing requires that you know the conventions...

All good writing functions within a 'code'. For instance, an informal letter will have a different 'tone', page layout and even different ways of starting and ending the letter than a formal one.

ACTIVITY 2 FORMAL LETTER



http://www.123rf.com/photo_545012_old-fashion-vintage-pen-with-book.html

To,
The Editor

Kasturba Gandhi Marg
New Delhi

Subject: The growing menace of road rage in Delhi

Sir,

I would like to draw the attention of the citizens of Delhi to the

I sincerely hope that you will publish my views and make the people aware about this growing menace.

Thanking you.

Yours Truly,

ACTIVITY 3
INFORMAL LETTER



http://farm3.static.flickr.com/2573/4024513236_0247da9a2a_t.jpg on
31 January

K-23
Kalkaji
New Delhi-19

Dear Harish,

I hope you are keeping well. I am writing to you after a long time and this time I want to tell you about my college and my life at the University Campus. _____

Hoping to hear from you soon.
Yours lovingly

ACTIVITY 4
BE A DIALOGUE WRITER

Let us assume that you are directing a play and the characters have been given a situation. Everyone has their dialogues with them and the rehearsal is on. All you have to do is to complete the following dialogues.

Sujit: You just cannot marry Vikas, you don't love him!

Medha: How do you know that?

Sujit: I know everything about you Medha_____

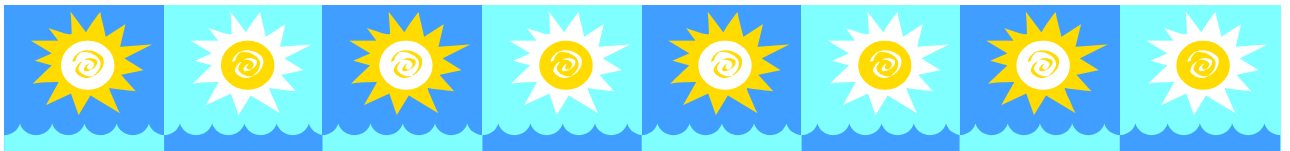
_____.

Medha: You know what your problem is ... you think you have the right to decide about everyone else.

Sujit: _____

Medha: I have taken a decision about my life and I plan to stick to it.

Sujit: _____



ACTIVITY 5
WRITING TO DESCRIBE

Description also requires imagination but in a different form.

For instance:-

I had gone to Dalhousie with my family for some days. The place had a serene beauty and quiet charm. _____

_____ I think it is one of the finest hill stations of India.



http://farm4.static.flickr.com/3493/3752923804_57daec0eb1_t.jpg on 31 January 2011

To sum up:

What is good writing?

Before putting pen to paper, the skilled writer in real life considers two important questions:

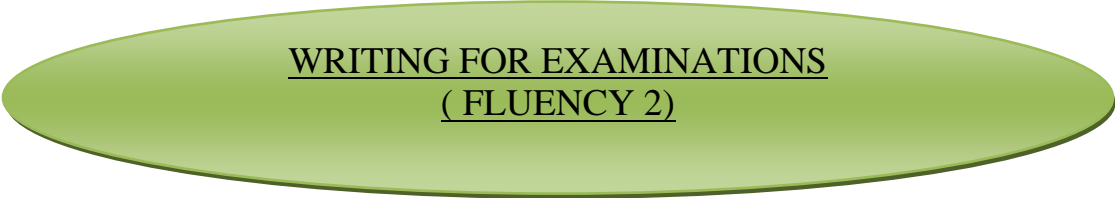
a. What is the purpose of this piece of writing?

The purpose of writing will influence the choice of organization and the choice of language.

b. Who am I writing this for?

(The second question is to do with audience.)

The answers to these questions provide the writer with a sense of purpose and a sense of audience.



WRITING FOR EXAMINATIONS
(FLUENCY 2)

Let us observe how we attempt examination questions.

Our **objective** here is to understand how we should equip ourselves with the skills that are needed to write examination questions.

- Reading the instructions properly
- Breaking the question down into parts and simplifying the question before answering it
- Answering the various parts of a question and giving equal attention to each one of these.
- Writing in a focused manner and according to the word limit and the marks assigned to each question.
- Revising the answers
- Giving examples to make your argument convincing

Let us read the following poem and answer the questions that follow:

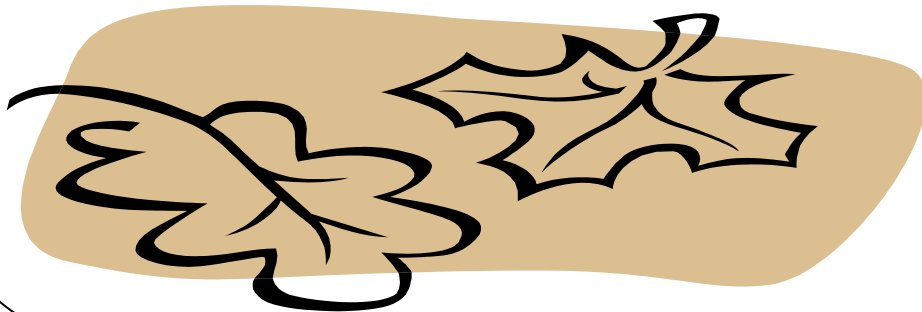
The Fallen leaves

Why should I be the first to fall
Of all the leaves on this old tree?
Though sadly soon I know that all
Will lose their hold and follow me.
While my birth-brothers bravely blow,
Why should I be first to go?

Why should I be the last to cling
Of all the leaves on this bleak bough?
I've fluttered since the fire of spring
And I am worn and withered now.
I would escape the winter gale
And sleep soft-silvered by a snail.

When swoop the legions of the snow
To pitch their tents in roaring weather
We fallen leaves will lie below
And rot rejoicing together;
And from our rich and dark decay
Will laugh our brothers of the May.

--- Robert Service



Below is a summary of the poem. Complete it by writing the missing word\phrase from the poem:

In stanza I, a leaf regrets its misfortune because it is the ___ to fall while all its _____ are yet to fall.

In stanza II another leaf still _____ on the same tree laments its fate because it has still not _____ down. It continues to flutter since _____ and feels quite _____ now. It is waiting impatiently to fall off so that it can go to _____.

It is eagerly waiting for the _____ to approach which will cover both, the trees and the _____ with snow. Then all the fallen leaves will rejoice together as they _____. Finally from this soil will arise the fresh _____ in _____.

WRITING TASK
RESUME

Read the resume of Sangeeta Rani Puri, India's swimming sensation. Then complete the interview that follows. Use appropriate tenses

Name: Sangeeta Rani Puri

Status: Non-resident Indian

Place of Birth: Trinidad

Place of residence: USA

Parents: Raj Krishna Puri [Father] - Famous immigration lawyer
Moyna Margaret Puri [mother]-from Trinidad

Achievements:

1. Six new national records in five days [Junior National swimming meet, Vijaywada]
2. Senior nationals, October 1995 [Calcutta]—winner of seven events, five

New national records

1. Atlanta Olympics, 1996—Proud to represent India in 50 m freestyle-best time of her life: 28.02 seconds-no medal

Future plans:

1. Swimming scholarship and training in USA
2. To represent India
3. To win an Olympic medal

Interviewer: Sangeeta, tell us about your parents.

Sangeeta: My Father _____
_____ Trinidad.

Inter. : Have you ever taken part in any of the National Championships?

San: Yes, _____ at the Junior Nationals at Vijaywada.

Inter.: How _____ Senior Nationals?

San: I won seven events and _____.

Inter: How do you rate your performance in the Atlanta Olympics?

San: I _____ in the 50 metres freestyle.

Inter: Have you planned anything for the future?

San: I _____ in the USA. And of course I _____ for as long as possible. Also I plan to _____ in the year 2000.

Inter: Thank you Sangeeta. All the best.

San: Thank _____.



http://www.google.co.in/imgres?imgurl=http://www.vvc.edu/images/interview.jpg&imgrefurl=http://www.vvc.edu/offices/student-emp/interview.shtml&usq=__0kQxzc3WKDQo3jMXjg6xujUXf1I=&h=146&w=200&sz=8&hl=en&start=98&zoom=1&tbnid=-BVXhagZUrYVM:&tbnh=116&tbnw=160&ei=xm9GTefXLsHQceSe7K0O&prev=/images%3Fq%3Djob%2Binterview%2Bclip%2Bart%26hl%3Den%26biw%3D809%26bih%3D448%26gbv%3D2%26tbs%3Disch:10%2C4435&itbs=1&iact=hc&vpx=482&vpy=198&dur=72&hovh=116&hovw=160&tx=84&ty=45&oei=hW9GTdreO8bPrQeWhOz3Dw&esq=14&page=14&ndsp=8&ved=1t:429,r:6,s:98&biw=809&bih=448 on 31 January 2011

What have you learnt?

- a. Formal and informal letters are written differently
- b. Dialogues are written imaginatively
- c. Describing nature is an art
- d. Writing for examinations is serious business
- e. Summarizing is easier after comprehension
- f. Resumes highlight the achievements of a person