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Practical
On
“Language Across Curriculum”
For the Fulfillment For the award of the Degree
Of
Bachelor of Education (1st Sem)

Year 2022-23



GUIDED BY

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CERTIFICATE

This is Certify that dissertation entitled "Language Across Curriculum" Submitted to Devi Ahilya Vishwavidyalaya, Indore in Faculty of Bachelor of Education By Mr. Shubham Shakya is Partial fulfillment of the requirement For the award of the degree of the B.ED (1st Semester) The Practical Report Work Completed By Mr. Shubham Shakya and his Work has not Been Submitted Earlier in Part or Full for the award of any other Degree .

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 Class B.Ed Semester 1st

APPU

Sr. No.	Experiment Description	Exp. Date	Sub. Date	Remarks/Sign.
1)	Meaning and definition of Essay. Types of Essay.			
2)	An educational article to be published in newspaper			
3)	Summary of any 1 story			
4)	Dialogue writing and major facts.			
5)	Different language skills			
6)	Meaning of listening skills and method of its development.			
7)	Main elements of speaking skills.			
8)	Explanation of some topics in detail			



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Q: 1 Write the meaning and definition of Essay, Describe the types of Essay and write essay on an one type.

Ans: Definition:- An essay is a focused piece of writing designed to inform or persuade. There are many different types of essay, but they are often defined in four categories.

- 1) Argumentative Essay.
- 2) Expository Essay.
- 3) Narrative Essay.
- 4) Descriptive Essay.

Meaning :- An essay is generally a piece of writing that gives the author's own argument, but the definition is vague, overlapping with those of a letter, a paper, an article, a pamphlet, and a short story. Essays have been sub-classified as formal and informal. Formal essays are characterized by "serious purpose", dignity, logical organization, length" whereas the informal essay is characterized by the "personal element, humour, graceful, style, etc.



ESSAY Writing

Opening:

It is often said that... / Many people claim that...
In this day and age... / Nowadays... / These days...
...is a hotly-debated topic that often divides opinion.
It goes without saying that... / Needless to say...
The following essay takes a look at both sides of the argument.



Introducing points:

Firstly... / To start with... / First of all... / First and foremost...
Secondly... / Thirdly... / Lastly... / Finally... / Last but not least...
Furthermore... / In addition... / What is more... / On top of that...
Another point worth noting is... / Another factor to consider is...

Presenting ideas & giving examples:

When it comes to noun/gerund ,...	According to experts...
In terms of noun/gerund ,...	Research has found that...
Not only...but also...	There are those who argue that
With respect to noun/gerund ,...	For instance... / For example... / such as...

Expressing result & reason:

As a result, ... / As a result of noun/gerund , noun/gerund has led to / resulted in...	Although/Even though subject + verb... Despite/In spite of noun/gerund ...
Consequently... / Therefore...	Despite the fact that subject + verb...
On account of noun/gerund / due to noun/gerund	On the one hand... On the other hand...
One reason behind this is...	However... / Nevertheless... / Even so...

Concluding:

To sum up... / In conclusion...	As far as I am concerned...
All things considered...	From my point of view...
Taking everything into consideration...	In my opinion...
Weighing up both sides of the argument...	My own view on the matter is...
On the whole... / By and large... / In general...	

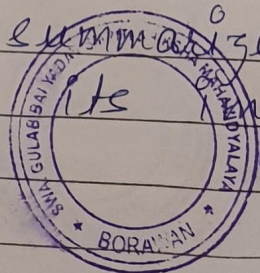
Opinion:

1) Argumentative Essays :-

⇒ An argumentative essay presents an extended evidence based argument. It requires a strong thesis statement a clearly defined stance on your topic. Your aim is to convince the reader of your thesis using evidence and analysis.

⇒ Argumentative essays test your ability to research and present your own position on a topic. This is the most common type of essay at college level. - most papers you write will involve some kind of argumentation.

- The essay is divided into an introduction, body and conclusion.
- The conclusion provides your topic and thesis statement.
- The body presents your evidence and arguments.
- The conclusion summarizes your argument and emphasizes its importance.



2) Expository Essay :-

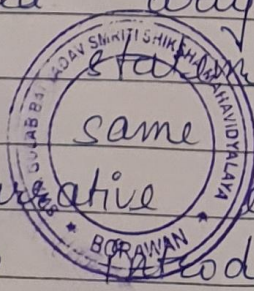
⇒ An expository essay provides a clear, focused explanation of a topic. It doesn't require an original argument, just a balanced and well organized view of the topic.

⇒ Expository essays test your familiarity with a topic and your ability to organize and convey information. They are commonly organized at college level.

3) Narrative Essay :-

⇒ A narrative essay is one that tells a story. This is usually a story about a personal experience you had, but it may also be an imaginative exploration of something you have not experienced.

⇒ Narrative essays test your ability to build up a narrative in an engaging, well-structured way. They are much more personal and require the same skills as a narrative essay. A narrative essay isn't strictly divided into introduction, body and conclusion.

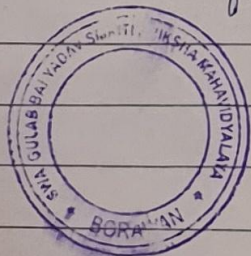


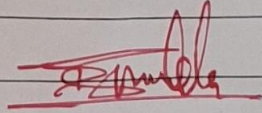
4) Descriptive Essay :-

⇒ A descriptive essay provides a detailed sensory description of something. Like narrative essays, they allow you to be more creative than most academic writing, but they are more tightly focused than narrative essays. You might describe a specific place or object, rather than telling a whole story.

⇒ Descriptive essays test your ability to use language creativity making striking word choices to convey a memorable picture of what you're describing.

⇒ A descriptive essay can be quite loosely structured, though it should usually begin by introducing the object of your describing and end by drawing an overall picture of it. The important thing is to use careful word choices and figurative language to create an original description of your object.




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Example:-

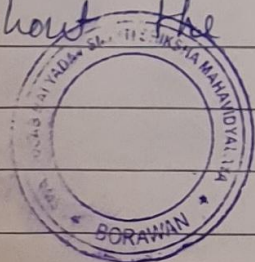
Importance of Education.

Better education is very necessary for all to go ahead in the life and get success. It develops confidence and helps building personality of a person. School education plays a great role in everyone's life.

The whole education has divided into three divisions such as the primary education, secondary education and higher secondary education. All the divisions of education have their own importance and benefits.

Primary education prepares the base which helps throughout the life, secondary education prepares the path for further study and higher secondary education prepares the ultimate path of the future and whole life.

Our good or bad education decides that which type of person we would in the future. It is the tool which benefits all throughout the life.



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Role of the education system



ANJELA TANEJA

Stronger legal frameworks by the government are necessary to bridge the digital gap and ensure that children are taught to be safe online

Almost 71 per cent of the world's youth are online according to the recent UNICEF Report State of the World's Children: Children in the Digital Age. Learning materials and digital tools for youth activism and expression have been developed.

Access to these materials can potentially be a game changer for the world's deprived and marginalised, provided they are able to bridge the digital divide and access the information that financially better off families take for granted. Unfortunately, one third of the world's children, especially the poor and marginalised, lack the means to access the internet.

While internet penetration is increasing due to stronger mobile penetration (and progressively bigger and cheaper mobile data packs), this fre-

quently offers a "second best" internet experience for a significant share of the population. Similarly, children from tribal communities and other linguistic minorities may also not find materials in their mother tongues, even if they get online. This access gap mirrors and amplifies existing income gaps in society and reinforces social inequalities and creates new categories of exclusion.

Simultaneously digital technology risks intensifying traditional childhood risks like bullying and creates new ways

how children become vulnerable. Amidst the sense of IT being a potential tool of empowerment and learning, it is critical to recognise that it carries potential risks if children's engagement with this new medium is not mediated.

Stronger government legal frameworks and self-regulatory mechanisms by private providers are necessary to ensure privacy and address child abuse online. However, legal and tech solutions need to be backed by efforts to nurture students' critical thinking provide peer support and instruction

that enables them to understand risks in cyberspace.

Parents have an obvious role to monitor children's internet use in this regard. However, considerable responsibilities with the education system. Unfortunately, India's schools are not ready to address these twin challenges of bridging the digital divide and keeping children safe while there.

Only 26 per cent elementary schools in rural India have access to computer aided learning. This makes it difficult for schools to act as sites for digital learning. At the same time, ICT interventions are often centred on imparting basic computer skills or as an educational tool and not enough attention goes on what it takes to become a digital citizen.

Greater effort is needed to address issues like online privacy and strengthening online tolerance and empathy as part of computer education curricula. This calls for stronger investment in building teachers' own IT literacy and enable them to understand the risks and safeguards to be adopted.

While the government has made conscious efforts to support strengthening ICT facilities in schools and the use of computer aided learning under 'Sarva Shiksha Abhiyan' and 'Rashtriya Madhyamik Shiksha Abhiyan', additional resources are needed to do justice to the scale of the problem.

With the annual planning processes currently underway in the States, we hope that budgets would be allotted to ensure that India's education system does its bit to bridge the digital divide and ensure that children are taught to be safe online.

Technical Director of Education, CARE India

Q: 2:

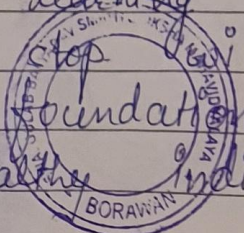
Write an educational article to be published in newspaper.

Ans-1-

Topic - Importance of Education.

Education entails acquiring knowledge to have a greater understanding of the various disciplines that will be used in our everyday lives. "Education" refers to the information we gain and experience outside of books or classrooms, as well as the knowledge that we receive and experience in schools, our homes, and as members of society. Our ideas of life alter as a result of learning, education is crucial for personal development and growth in society. In this blog, we will see why we need education for growth and will also look at some articles on the importance of education.

The value of education at a much younger age. Our first trust with learning begins at home, and our first teachers are our parents, grandparents and other siblings. The importance of education lies in its continuity, learning is a lifetime process that will stop with you death. It is the foundation for the development of a healthy individual and society.



Our world cannot have a bright future if you culture lacks education.

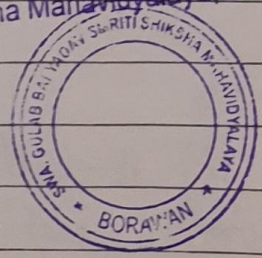
Education is the key to change. It is an important tool that allows a person to understand his or her rights and responsibilities to his or her family, society and nation. It improves a person's ability to view the world and to fight against misdoings such as injustice, corruption and violence, among other things.

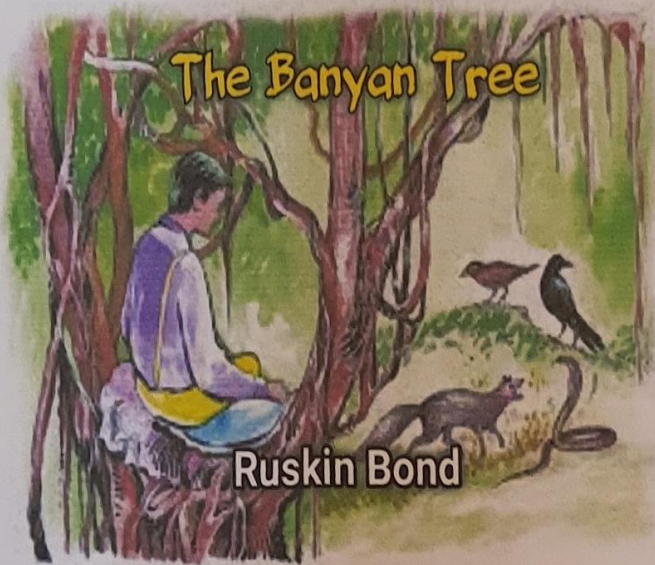
Education is meant to hone talent, sharpen our mindsets and educate us on a myriad of things. In school, we cover a variety of topics such as history, arithmetic, geography, politics and so on.

Every country should encourage its citizens to receive an education.

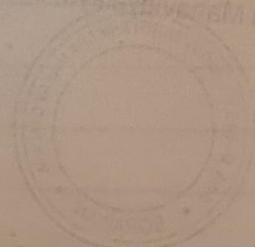
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Q: 3 Write summary of any one story.

Ans: "The Banyan Tree"

Introduction :- The author narrates an incident of a fight between a mongoose and a cobra that he witnessed as a young boy while sitting under a banyan tree at his grandparents' house.

Part-I

A boy who came to live with his grandparents became the owner of a large old banyan tree that housed squirrels, snails and butterflies. A squirrel became his friend on the tree. They became so friendly that the squirrel started taking tit bits of food from his hand. In spring, the tree was the noisiest place in the garden with a variety of birds chirruping on it. The boy made a rough platform on which he used to sit and read adventures books during hot summers. From here, he also watched the world under the tree. One day he watched a fight between a mongoose and a cobra while sitting on the tree.

Part-II

Because of the hot summer everyone was



indoors. The boy was thinking of going to the pond and have a swim with the buffaloes and Ramee.

Suddenly, a huge black cobra and a mongoose came out. The cobra was aware of the superb fighting skills of the mongoose. However, the cobra was no less. He was also fast and had sharp fangs of deadly poison. None of them knew that the boy was watching them. Other than the boy, two other spectators, a myna and a crow were also watching them from clump of a cactus. The mongoose opened the attack. The crow and myna also joined them in the fight and attacked at each other in the air but returned to the cactus twice.

Finally, the mongoose defeated the snake. The snake resigned and stopped struggling. The mongoose dragged and pushed it inside the bushes. The myna was watching all this. It gave a congratulatory shrill and flew away.

~~Smriti~~

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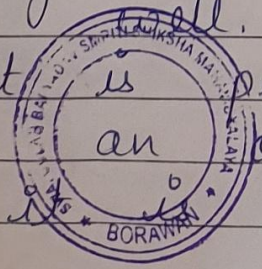
Q:4: What is Dialogue writing? Describe the major facts regarding dialogue writing.

Ans:- Dialogue :-

Dialogue means having a proper discussion with this view in a dialogue statement and prestatement of a speaker and listeners talk is shown, therefore dialogue is always two sided. Dialogue speech is not one sided like a lecture.

A dialogue is successful when both speaker and listeners use a language according to their level. They also pay attention to their other persons level. Otherwise dialogue becomes one sided. One side become strong and the other weak.

References distinction brings a change in the style of dialogue. In daily life dialogue is mostly informal but according to content it is formal as well. For example in a home it is personal and informal whereas in an office and educational institutions it is formal. The



presented with correct expressions.

- Dialogue should be according to time and character.
- Beginning and end of dialogue should be attractive.

System adopted in Dialogue Writing

⇒ ~~Description method.~~

⇒ Picture method

⇒ Memoir method.

⇒ Description method.

A teacher can describe an incident to students and ask them to write a dialogue on it. In the same way description of a part of story is also an effective way.

⇒ Picture method.

In this style of picture is hanged in front of the students. This method is more effective than



description method because it reveals the imagination power to the students.

⇒ Memoir method.

It is helpful in studying the dialogue style of acting. It also helps in improving memorizing skills of students.

:- In this way, we can make practice dialogue, statement and dialogue writing.

~~S. K. S. S.~~
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Q: 5: What are the different language skills.

Ans:.

Language Skills.

Anyone who uses language fairly well has a number of different abilities. He can, for example, listen to radio, speak to his neighbours, read a magazine and write letters. Morris (1968) divides the basic language skills into following four categories:-

- A) Listening.
- B) Speaking.
- C) Reading.
- d) Writing.

Speaking and writing are skills that involve production on the part of the language skills. Listening and Reading are receptive skills in the sense that the language user receives information from the written or spoken form of the language. Very often the language user is involved in using a combination of skills. A participant in a



conversation for example has not only to listen. but also to speak.

Listening

Listening is the language skill that learners usually find the most difficult. This often is because they feel under unnecessary pressure to understand every word. To achieve the aims related to this skill, the teacher plays an important role that is defined in the following steps :-

- 1) It is important to help pupils prepare for the listening task well before they hear the text itself.
- 2) The next important step is to encourage pupils to anticipate what they are going to hear.
- 3) During the listening, the pupils should be able to concentrate on understanding the message so make

Speaking

In order for any speaking activity to be successful children need to acknowledge



that there is a real reason for asking a question or giving a piece of information. Therefore, make sure the activities you present to the pupils, provide a reason for speaking, whether this is to play a game or to find out information.

Reading

In order to make reading an interesting challenge as opposed to a tedious chore, ~~it is~~ important that pupils do not labour over every word, whether they are skimming the text for general meaning or scanning it to pick out specific information.

Writing

In primary schools, EFL pupils progress from writing isolated words and phrases, to short paragraphs about themselves or about very ~~familiar~~ topics.

Since many pupils at the level are not ~~not~~ capable either linguistically or ~~intellectually~~ of creating a piece of written text from scratch, it is important that time is spent



in building up the language they will need and providing a model on which they can then base their own efforts.

The writing activities should therefore be based on a parallel text and guide the pupils, using simple cues. These writing activities generally appear towards the end of a unit so that pupils have had plenty of exposure to the language and practice of the main structures and vocabulary they need.

~~Signature~~

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Q:6:- what is meant by listening skills.
Describe the method of its development.

Ans :-

Listening Skills:-

Listening is the language skill which learners usually find the most difficult. This often is because they feel under unnecessary pressure to understand every word.

To achieve the aims related to this skill, the teacher plays an important role that is defined in the following steps:-

- 1) It is important to help pupils prepare for the listening task well before they hear the text itself.
- 2) The next important step is to encourage pupils to anticipate what they are going to hear. In everyday life, the situation, the speaker and visual clues all help us to decode oral messages.
- 3) During the listening the pupils should be able to concentrate on understanding the message so more sure they are not trying to read, draw at the same time



4) finally, when pupils have completed the activity, invite answers from the whole class. Try not to put individual pupils under undue pressure.

Rather than confirming whether an answer is correct or not, play the cassette again and allow pupils to listen again for confirmation.

Methods to develop listening skills

1) Maintain eye contact with the speaker

When you are listening to someone talk, you should avoid looking out a window, texting or scrolling through your phone, or scanning a computer screen. Limit any unnecessary distractions, provide the speaker with your undivided attention and make an effort to look at them.

2) Visualize what the speaker is saying

Try to conjure up mental images of what the speaker is talking about while you are listening to help retain information. This may be a literal picture or other concepts that relate to the topic



3) Limit judgements.

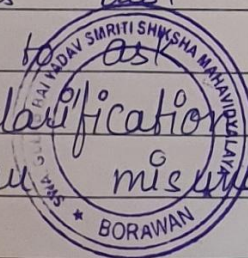
Listen without criticizing the speaker in your mind while they talk. Even if the message causes you agitation or alarm, try to avoid thinking about negative or judgemental comments because this compromises your ability to listen. You won't know the full story without listening.

4) Don't interrupt

Everyone speaks and processes information at different rates. If someone is delivering their messages slowly, try to cultivate patience and wait for them to finish before trying to rush them along by guessing the next thing they are going to say ~~or~~ replying before they have finished talking.

5) Wait for a pause to ask questions

You may not understand everything someone says to you. It is best to wait until they ~~because~~ to ask them to back up and provide clarification for the topic or phrase you misunderstand.



6) Practice listening

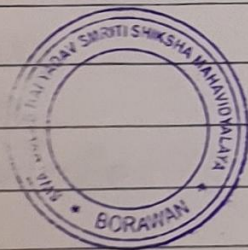
You can provide listening by being aware of what you do when someone is talking to you. Do this by writing down what you heard. Listen to audiobooks or podcasts without any text in front of you.

7) Provide the speaker with feedback

Feedback can be verbal and non-verbal. You can use verbal feedback by saying things like, "I understand that must be difficult" or "OK".

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Q:7: Mention the main elements of speaking skills.

Ans:- The ability to speak confidently and fluently is something which children will develop during their time at school, and something that will help them throughout their life.

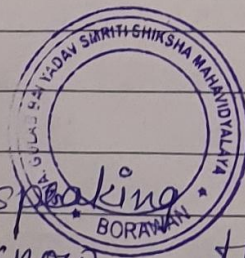
Speaking skills are defined as the skills which allow us to communicate effectively. They give us the ability to convey information, verbally and in a way that the listener can understand.

The four main elements of speaking skills :-

- 1) Vocabulary.
- 2) Grammar
- 3) Pronunciation.
- 4) Fluency.

1) Vocabulary.

To develop our speaking skills, we first need to know the right words. Vocabulary development begins when we are infants, as we learn to describe the world around us and communicate



our needs.

Vocabulary development is where students understand the meanings and pronunciations of words necessary for communication. When they understand what a word means, they can check what the word or sentence means. This is so important so they can keep up a conversation.

2) Grammar

You may think that grammar is something we only need for written language. But grammar includes lots of important areas of spoken language such as an understanding of tenses, and the correct way to structure sentences.

3) Pronunciation.

Understanding how to correctly pronounce words is another important element of speaking skills. We learn how to pronounce words by listening to those around us, such as our parents, friends and teachers. Pronunciation varies from country to country, and even from city to city. A lot

of this comes from phonemic awareness. This involves understanding the small units that make up spoken language. English can differ quite a lot compared other languages. Some phonemes might not be in ESL students native languages and children's minds are trained to categorize phonemes in their first language, so it can become confusing.

4) Fluency.

Fluency in spoken language is something that naturally develops as children go through school, as they are using and practising speaking skills every day.

Reading widely (and out loud) is a good way to improve fluency as it introduces children to new vocabulary and reinforces their knowledge of spoken language.

Fluency is the ability to hear words and understand them straight away.

If they see a word written down, they can read it aloud and pronounce it properly. The more fluent you are, the more students are in English conversation they can have.



Q:2. Explain the following in detail:-

1) Development of language skills in children

There are five general stages each person goes through when learning a new language. The amount of time spent in each stage depends upon several factors, like the age and abilities of the student, whether the student is taking an intense english program and the commitment to learning the new language.

Stage: 1.

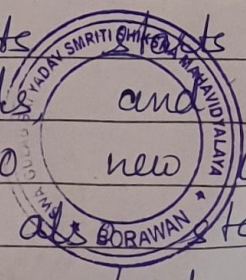
Pre-Production

During this stage, the student is normally silent while listening to new words to speak in short phrases.

Stage-2

Early Production

At this stage, students start to practice pronouncing new words and typically learn at least 1000 new words and their meanings. They start using these new words in short phrases.



Stage: 3
→ Speech emergence
Vocabulary continues.

Stage: 4
Intermediate fluency.

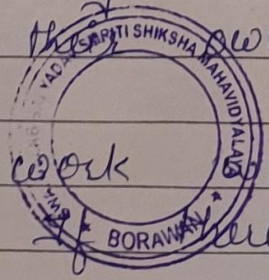
Stage: 5
Advance fluency

2) Writing.

In primary schools, EFL pupils progress from writing isolated words and phrases, to short paragraphs about themselves or about very familiar topics (family, home, hobbies, friends, food, etc).

Since many pupils at this level are not yet capable either linguistically or intellectually of creating a piece of written text from scratch, it is important that time is spend in building up the language they will need and providing a model on which they can base their own efforts.

At this stage, the pupils work will invariably contain mistakes. If there is time,



encourage pupils to decorate their writing work and where feasible display their efforts in the classroom.

3) Strategy of writing skill

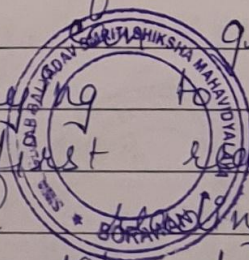
Writing is a technical skill that allows you to communicate effectively through the written word. Though these may vary depending on what you're writing, there are several that transcend categories:

i) Review grammar and spelling basics

Grammar and spelling form the foundation of good writing. Writing with proper grammar and spelling communicates your professionalism and attention to detail to your reader. It is also makes you writing easier to understand.

ii) Read what you want to write

Knowing what a finished piece of writing can look like guide your own. If you are trying to write a humorous short story, just read humorous short stories. Make reading a part of your everyday life to improve writing.



iii) Proofread

While it's tempting to submit work as soon as you're done with it, build in some time to revisit what you have written to catch errors big and small. Here are a few proofreading tips to keep in mind:

- Set your work aside before you edit
- Start with easy fixes, then progress to bigger changes.
- If you could say something in fewer words, do so.
- Read out loud.

iv) Get feedback.

v) Think about structure

Grammar and spelling keep your writing consistent and legible, but structure ensures the big ideas get across to the reader.

vi) Know some common fixes

Even if a text is grammatically correct, you may be able to make it more dynamic and interesting with some polish.



4) Fiction Writing

Fiction writing is narrative writing that involves elements of plot and character created entirely by the author, as opposed to nonfiction, which is based on real world events and real people.

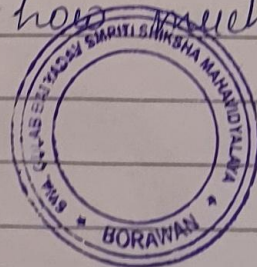
There are many different ways of fiction. Genres of fiction are typically defined by their tone and subject matter. The term "genre fiction" generally encompasses popular types of fiction. Some of the most popular forms of fiction include:

1) Historical Fiction

Historical fiction has characteristics based on real people and often bases its plots on real-life events. Generally, many elements of plot or dialogue are fabricated by the author, although it's up to the writer how much to invent.

2) Literary Fiction

Literary fiction describes mainstream highgrow.



fiction. Literary fiction encompasses most book taught in high school English courses and most books that are up for major annual prizes like the Pulitzer Prize or Man Booker Prize.

3) ~~Mystery Fiction~~

Mystery novels are plot driven thrillers based around a crime or other form of mystery.

4) Science Fiction.

Science fiction is a genre of fiction that often depicts stories set against the backdrop of futuristic technology and dystopian societies.

5) ~~Children's Fiction~~

Children's literature is a genre of fiction that can range from books to for toddlers to full length young adult novels.

6) Fanfiction:-

Fanfiction is a genre of fiction in



Write a Biography

A BIOGRAPHY TELLS THE LIFE AND ACHIEVEMENTS OF SOMEONE.

POINTS TO BE INCLUDED IN A BIOGRAPHY

- DATE AND PLACE OF BIRTH AND DEATH (IF NOT ALIVE)
- FAMILY INFORMATION (MOTHER'S AND FATHER'S NAME, SIBLINGS ETC.)
- LIFE ACCOMPLISHMENTS (WHATEVER AWARDS, PRIZES RECEIVED)
- MAJOR EVENTS IN LIFE (JOBS, MARRIAGE)
- IMPACT ON SOCIETY (CONTRIBUTION TO THE SOCIETY)

~~Smully~~
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which fans take source material from existing franchises and then spin them off into separate narratives of their own.

Elements of successful Fiction writing

- 1) Character
- 2) Plot
- 3) Setting
- 4) Point of view
- 5) Theme
- 6) Style.

5) Biography Writing

Biographical writing is a specific form of writing and research that takes as its subject the lives of individuals. As such it concentrates on constructing personal histories, and places them within their social, political and historical content.

As with other forms of writing, biographies can be sympathetic or unsympathetic.

The process of writing a biography can be easier with a



map to follow.

1. Research your subject.

The first step to writing a great biography is to spend time conducting extensive research on the person you're writing about, their career, their family and other information about them.

2. Develop a thesis

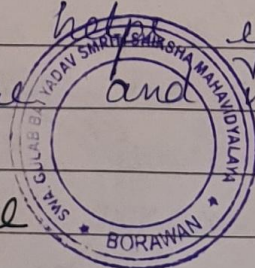
After you've spent time researching your subject and generating ideas, you can start to form a thesis. A thesis is a message of a topic that you want to convey through your writing.

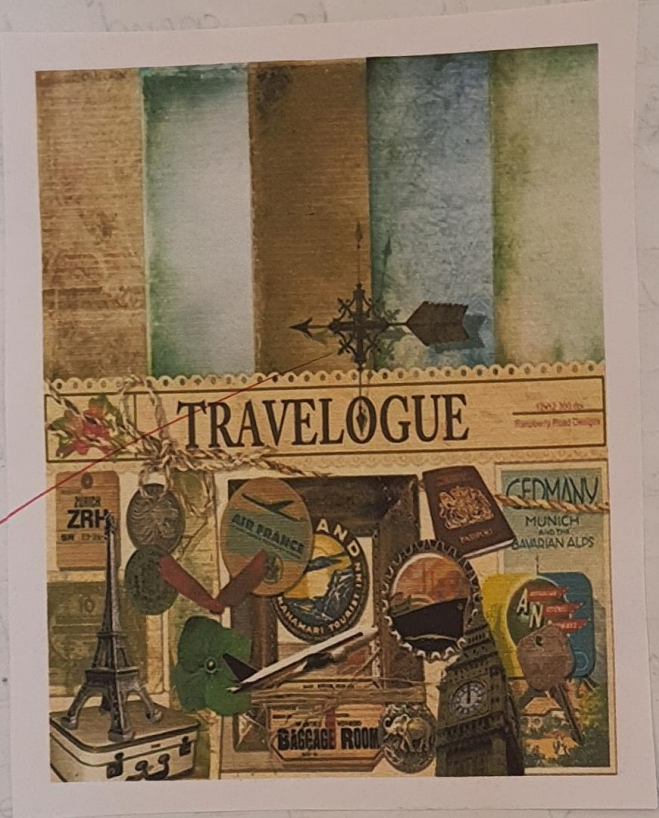
3. Outline your story in chronological order

Another key step to writing a biography is to make an outline that maps your story in chronological order. An outline is a tool that helps you visualise your story's structure and major components.

4. Fill in the outline

Once you have a thesis and an outline





1. Research your subject.

2. The first step to writing a biography is to conduct research on the person's life and family.

3. After you have gathered your information, you can start writing your outline. This is a tool that helps you organize your thoughts and ideas into a logical order.

4. Once you have a thesis and an outline, you can start writing your biography. It is important to use your research to support your claims and to provide a clear, engaging narrative.

with the elements of your story. In this step, you can begin writing the story of your subject.

5. Edit the biography

Another critical step in the process of writing a biography is to edit it thoroughly. You can choose whether you want to edit your work yourself or hire an editor.

6) Travelogue

A travelogue is a faithful account of an individual's experiences travelling, usually told in the past tense and in the first person.

The word travelogue supposedly comes from a combination of the two words travel and monologue. In turn, the word monologue comes from the greek words monos (alone) and logos (speech, word). A travelogue is then, in its most basic form, a spoken or written account of an individual's experiences travelling.

FORMAL LETTER FORMAT

Sender's Address → 2468 Oceanside Drive, Ocean City NJ 08226

Date → November 22, 2020

Receiver's Address → Mr. Lawrence Jefferson
Community Outreach Liaison
Oceanic Aquatics and Associates
569 Atlantic Ave.
Ocean City NJ 08226

Greetings → Dear Mr. Jefferson

Subject → On behalf of The Will to Serve Youth and Young Adults Outreach Program, we would like to extend a warm thank you for your financial contribution as well as assistance in helping our program provide the assistance and resources our youth and young adults need to get the appropriate training and skills development experience needed to successfully obtain stable employment.

Body → We are inviting you to join us as we celebrate our 10 years of successful community service. We would love for you to be our guest speaker as well as receive the "Supporter of the Year Award" as we acknowledge your organization for its wonderful contribution to our high success rate this year. To show our appreciation, our youth and young adults have put together a special skit they would like to perform for your organization as well as made a special appreciation plaque which they would like to present to you on this day. It will be held Saturday, December 12th at 6:30 pm. Please contact us at (510) 236-9876 if you can attend. We will provide further information during your call. We look forward to celebrating our 10th anniversary with you. Have a wonderful day.

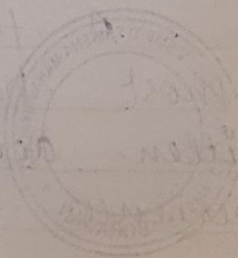
Closing of the Letter → Respectfully Yours,

Signature → Tammy Wilson Co-founder



[Handwritten Signature]

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Because a travelogue aims to be a part, true account of an individual's experiences travelling, descriptions of what the traveler, sees, hears, tastes, smells and feels in the external world.

7). Letter Writing

Letter writing is an essential skill. Despite the prevalence of emails and text messages, everyone has to write letters at some point. Letters of complaint, job applications, thank you letters, letters application requesting changes or making suggestions the list goes on and on. Encouraging children to write letters from an early age will improve their communication, social and handwriting skills and teach them what they need to know about writing and structuring letters.

Types of Letters

- 1) Formal Letter
- 2) Informal Letter



- Letters for invitation
- Thank you letters
- Letters of enquiry and providing information
- Letters of complaint
- Letter to Santa
- Letters to newspapers & magazines.

Example: Formal letter

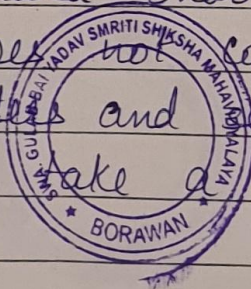
Q: Write a letter to the post master complaining against the postman.

59, Malviya Nagar
Dewas (M.P.)
27th April, 20..
To,
The Postmaster
Dewas (M.P.).

Subject :- Regarding complaint against postman
Sir,

I beg to state that I am a resident of Malviya Nagar, Dewas. The postman of our area Mr. Devendra Sharma is careless of his duties. He does not come regularly. He misdelivers the letters and sends back registries. So I request you to take a suitable action against him.

Thanking You.
Yours faithfully,
Ronak Agrawal



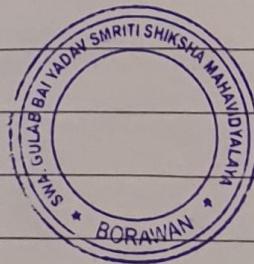
2) Report Writing

Report writing is a formal style of writing elaborately on a topic. The tone of a report and report writing format is always formal.

The important section to focus on is the target audience. For example - report writing about a school event, report writing about a business case etc.

following are the parts of a report format that is most common.

- 1) Executive Summary - highlights of the main report.
- 2) Table of contents - index page.
- 3) Introduction - Origin, essentials of the main subject.
- 4) Body - main part.
- 5) Conclusion.
- 6) Reference.
- 7) Appendix.



Smita
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9) Memory Writing

The human brain has fascinated me since I was a child. Understanding how one thinks, resembles, and acts are extremely complex.

Memory has a fundamental role in life, reflecting the past as the past, and offering the possibility of reusing all past and present experiences, as well as helping to ensure continuity between what was and what was going to be.

Memory is related to learning but should not be confused with learning. There are three main processes involved in human memory:

- Encoding
- Storing
- Retrieving.

→ There are 3 factors that can influence encoding efficiency.

- Content factors
- Environmental factors
- Subjective factors.



10) Review

Writing great reviews will increase the likelihood that your review will get published, and helps others discover the places that are just right for them.

- Be informative and insightful.
- Be authentic
- Be respectful
- Write with style
- Avoid personal and professional information
- Avoid general commentary.

A good review includes enough detail to give others a feel for what happened. Explain which factors contributed to your, positive, negative or just so-so experience. You might also offer your views on what the company is doing well, and how they can improve. But keep things friendly and courteous.

Prof. S.K. Tiwari
Principal

Swa. Gulab Bai Yadav Smriti
Shiksha Mahavidyalaya
BORAWAN (M.P.)



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